#### Memorandum

Date:

June 19, 2008

To:

Border Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

El Centro Area

File No.:

625.12028.10320

Subject:

CHAPTER 15, SPECIAL FUNCTIONS, SELF INSPECTION

Attached is the 2008 Chapter 15, Special Functions, self inspection for the El Centro Area. As a result of the inspection, Area has identified two programs which require corrective actions. Area has initiated corrective steps to ensure both programs are within departmental policy within 60 days.

If you have any questions, please contact Lieutenant Edward Martinez at (760) 482-2500.

Sincerely,

E. JONES, Captain

ommander

Attachment

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
El Centro	Border	625
EVALUATED BY		DATE
Lieutenant Edwa	ard Martinez	06/02/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

impressions. This form can be	completed in pen or pencil, and	the Supplement of	can be nandwritten it des	ігеа.	
TYPE OF EVALUATION  Formal Evaluation  Infor	rmal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	Correction Report	COMMANDER'S REVIEW	· ·	DATE	
☑ Yes ☐ No	BY				
1. GENERAL		EVALUATED 06/02/2008	ACTION REQUIRED	CORRECTED	
a. Are special duty assignments	s minimized?	00/02/2008	140	✓ Yes	☐ No
(1) Is maximum efficiency at				✓ Yes	☐ No
	ty functions which could be perform	ned by a beat officer	or other support personnel	? 🗌 Yes	✓ No
b. Are assigned duties consister			4	√ Yes	☐ No
	ed with another special duty assignr	ment for efficiency?	(-1)	Yes	√ No
(2) Which special duty office	ers (positions) were interviewed?	All special	duty positions were selecte	ed after an inte	erview
process.					
c. How are individuals for specia	al duty assignments selected?	Anticipated pos	itions are advertised in the	Area's daily b	riefing
book. Potential candidates ar	re asked to submit a memorandum	of interest. Oral int	erviews are then conducted	by managem	nent.
(1) Are special duty opportur	nities open to all officers?			✓ Yes	☐ No
(2) Does selection contribute	e to attainment of affirmative action	goals?		☑ Yes	☐ No
d. Can the special duty supervise	or describe the duties and workload	d of the special duty	personnel?	✓ Yes	☐ No
(1) Upon what criteria are sp	ecial duty personnel evaluated?	Special dut	y personnel are supervised	by the Area's	lieutenant.
They are evaluated mont	thly based on their performance of	their specific job re	sponsibility.		
(2) Are special duty officers h	neld accountable for their time and	performance?		☑ Yes	☐ No
(3) How is the special duty of	fficer's time planned? Are weekly in	tineraries provided to	o the supervisor?	Yes	☑ No
e. Do the commander and mana	gement team have an active intere	st in special duty pro	ograms?	☑ Yes	□No
(1) Is time taken by the comn	nander to discuss activities and po	tential problems?		✓ Yes	□ No
. VEHICLE THEFT		06/02/2008	ACTION REQUIRED	CORRECTED	
a. What is the scope of the Area'	s Vehicle Theft Program?	Area has one ful	ll time VIN officer and two	alternate VI	V officers.
Area supports and supplement	ts Division auto theft units with pe	ersonnel for special	operations.		
b. Are there open lines of commu	unication with the Division vehicle t	heft coordinator?		√ Yes	□No
(1) Is the commander aware of	of how to obtain assistance from th	e Division or Headq	uarters coordinators?	☑ Yes	☐ No

### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

OH 400Q (100 00) OH 1000		
(2) Who is authorized to request assistance from vehicle theft coordinators?  Area Commander and	d Lieutenant.	
c. Is the program effective?	✓ Yes	☐ No
(1) Vehicle theft recovery goals established?	Yes	☑ No
(2) Goals attained?	Yes	☑ No
(3) How does the current number of stolen and recovered vehicles compare to prior time periods?	As of June 10,	2008,
stolen vehicles are up 15% and recovered vehicle are down 35%.		
(4) Are work hours dedicated to the program appropriate?	Yes	☑ No
(5) Do beat officers and supervisors have an interest in the program?	☑ Yes	□No
d. Is the program supported by district/city attorneys and the courts?	☑ Yes	☐ No
(1) Has the program been discussed with them?	☐ Yes	☑ No
(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges	? None	
e. Do the commander and management team take a personal interest in the program?	✓ Yes	□No
(1) What guidance and direction is provided? When available, Area provide auto theft training		
encouraged to fully investigate and resolve auto theft cases, rather than passing the case to Division IS		
cheouraged to fully investigate and resolve auto their eases, fauler than passing the ease to Division to	· · · · · · · · · · · · · · · · · · ·	
f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	☑ Yes	□ No
(1) Do they have an idea of the number of thefts and recoveries in the Area?	✓ Yes	☐ No
(2) Are they knowledgeable of the Department's Vehicle Theft Program?	✓ Yes	☐ No
(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	√ Yes	□No
(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	✓ Yes	☐ No
(5) Do they give guidance and direction?		☐ No
(6) Do they demonstrate an interest in the program?	✓ Yes	☐ No
(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	☑ Yes	☐ No
g. Is vehicle theft education/training provided by Area?	√ Yes	No
(1) Are training aids used?	√ Yes	☐ No
(2) Are division vehicle theft coordinators/investigators made available for training?	√ Yes	☐ No
(3) Vehicle theft prevention discussed at briefings?	√ Yes	☐ No
(4) How is information on unique problems and circumstances disseminated to beat officers? Briefing	items, training d	ays, and
officer safety boards.		

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	(5) Are officers and supervisors proficient in locating and decoding VINs?	√ Yes	☐ No
	h. Have any Area officers earned the Department's 10851 Award?	√ Yes	☐ No
	(1) Have any officers qualified for the Master 10851 Award?	Yes	☑ No
	(2) How are awards presented? In person at training days.		
	(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?		☐ No
	(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the progra	am? Yes	☑ No
3. '	VEHICLE IDENTIFICATION NUMBER PROGRAM    EVALUATED   ACTION REQUIRED   No	CORRECTED	
á	a. Is the VIN program understood by beat officers?	✓ Yes	☐ No
	(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	Yes	☑ No
t	b. Who is the assigned VIN officer? Officer Hector Tavares, #14839		
	(1) How was he/she trained? VIN and auto theft courses, work experience, mentoring by prior V	/IN officer.	
	(a) Is training adequate?	√ Yes	□ No
	(2) Is the VIN officer proficient?	✓ Yes	□ No
			[] 140
	(3) Who is the alternate VIN officer? Officer Arcy Zendejas, #15623		
	(4) Are VIN inspections conducted in a secure setting?	✓ Yes	□ No
	(5) Is Field Support Section used as a resource?	✓ Yes	□ No
С.	what kind of system is in place to control the VIN officer's workload?  A daily/weekly/monthly appoint appoint in the VIN officer's workload?	tment calendar book	is used.
	(1) Are VIN assignments/verifications done on an appointment basis?	✓ Yes	☐ No
	(a) Is there an excessive backlog?	Yes	✓ No
	(b) Is the vehicle owner's convenience a consideration?	☐ Yes	✓ No
	(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	✓ Yes	☐ No
	(3) Are associated documents processed promptly and submitted on time?	✓ Yes	☐ No
d.	. Is there proper security for replacement VIN plates?	✓ Yes	☐ No
1111	(1) Are inventory controls adequate?	☑ Yes	☐ No
	(2) Are entries legible?	√ Yes	☐ No
	(3) Do records match inventories?	✓ Yes	☐ No
	(4) Are required reports accurate and submitted properly?	✓ Yes	☐ No
е.	Does the VIN officer use relevant information available from allied agencies, DMV and NICB?		No
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### AREA MANAGEMENT EVALUATION

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9		Does VIN officer belong to any professional organization any type of various vehicle theft investigator's associated		n, such as memberships	☐ Yes	☑ No
4.		OOL PUPIL AND FARM LABOR (SP&FL) NSPORTATION SAFETY	06/02/2008	ACTION REQUIRED Yes	CORRECTED	
		s the Area commander and management team aware of Program conducted in the Area?	f all aspects of the SP&FL To	ransportation Safety	☑ Yes	☐ No
		oes the Area have either a uniformed SP&FL Transport coordinator?	tation Officer or a nonuniforr	ned School Bus Officer/	✓ Yes	☐ No
	(1	) Are Area files maintained as required by HPM 82.4, Safety Manual?	School Pupil and Farm Labo	or Transportation	✓ Yes	☐ No
		(a) Driver records, CHP 295, State Department of E	Education T-01, criminal reco	ord information, etc.?	☑ Yes	□No
		(b) CHP 100E, Monthly Activity Report?			✓ Yes	☐ No
		(c) School Bus Traffic Collision Reports and DMV p	orintout H-6?		☑ Yes	☐ No
		(d) Approved stops list?				□No
	(2	ls the School Pupil Transportation Safety Officer/Cod	ordinator proficient in perforn	ning assigned duties?		☐ No
		(a) Are duties performed in conformance with HPM Safety Manual?	82.4, School Pupil and Farn	Labor Transportation	☑ Yes	☐ No
	(3)	Who is the alternate School Pupil Transportation Safe	ety Officer/Coordinator?	Officer Deeann Goudie	e, #11952	
	(4)	Are CHP 100Es, Monthly Activity Report, submitted in	n a timely manner?		☑ Yes	☐ No
	(5)	Is program time properly justified?			✓ Yes	□No
		(a) How much time is allotted? Two (2) days week	ekly			
		(b) Is time sufficient to meet departmental objectives	5?		☑ Yes	□No
		(c) Is the time expended within the Area's allotment?	?		☑ Yes	□No
(		responsibility for supervision of the School Pupil Transpervisor?	portation Safety Program as	signed to a specific	☑ Yes	□ No
	(1)	Does the supervisor have adequate knowledge of the	functions of the Area progra	am?	☑ Yes	☐ No
	(2)	Does the supervisor have a copy of HPM 82.4, School manual?	ol Pupil and Farm Labor Tra	nsportation Safety	☑ Yes	☐ No
	(3)	Is he/she aware of the officer/coordinator's workload?			✓ Yes	☐ No
	(4)	Does the supervisor review CHP 100Es, Monthly Acti	vity Report, submitted by the	e officer/coordinator?	✓ Yes	☐ No
С		at training has the School Pupil Safety Transportation Sended In-Service Training classes? Have a thorough, p		ad? 40 hours of SBOC	training. Yes	5
	(1)	Departmental policy relating to the School Pupil Safet	y Transportation Safety Pro	gram?	☑ Yes	□No
	(2)	School bus driver certification?			☑ Yes	☐ No
	(3)	School bus accident investigation?		10		☐ No
	(4)	School bus reinspection?			✓ Yes	☐ No
	(5)	School bus routes and stops?	4:		☑ Yes	☐ No
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### AREA MANAGEMENT EVALUATION

### SPECIAL FUNCTIONS

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=	е,	Does the officer/c	oordinator coordinate activities and	d information	with adjacent Areas?		√ Yes	☐ No
-		(1) Is he/she awa	are of the technical assistance ava	ilable from C	ommercial Vehicle Se	ction?	✓ Yes	☐ No
_	f.	Is there a sound p	rocedure for scheduling and admi	nistering writ	ten tests?			☐ No
-		(1) Are certain da	ays selected for testing so that a m	aximum nun	nber of applicants can	be tested at one time?	√ Yes	□No
_		(2) Who administ	ers the test? Officer Wesley	Boerner, #12	2816			
_		(3) Is a proctor p	resent?				Yes	☑ No
		(4) Adequate sup	ply of the five variations of both th	e driver and	first aid tests on hand?	)	✓ Yes	☐ No
		(5) Who reviews	the tests with the applicants?	Officer Wes	ley Boerner, #12816			
		(6) Is the driving	test of sufficient scope to provide a	an adequate	test of knowledge, skil	l, and self-control?	✓ Yes	☐ No
		(7) Are driving er	ors discussed with the applicant?		3		✓ Yes	☐ No
		(8) Is the school t	ous transportation supervisor advis	sed of any ac	dditional training needs	?	✓ Yes	☐ No
	g.	Does the School P	upil Safety Transportation Officer	conduct on-s	scene investigations?		Yes	☑ No
		(1) Are follow-up i	nvestigations conducted when ap	oropriate?			✓ Yes	☐ No
		(2) Are appropriat	e special coding made on all scho	ol bus inves	tigations?		✓ Yes	☐ No
			er/coordinator review all school bu ons to DMV to take any warranted			e appropriate	√ Yes	☐ No
		(a) Has the o	fficer/coordinator demonstrated a	willingness to	o take such action whe	en warranted?	✓ Yes	☐ No
	h.	Are hazardous rout	es or stops reported in writing to t	he governing	board of the school d	istrict?	✓ Yes	☐ No
		1) Are all stops a	nnually reviewed for approval purs	suant to the (	California Vehicle Code	e and Title 13?	Yes	☑ No
		2) How many app	proved stops exist in the Area?	49				
		Oo field officers tak violations?	e appropriate enforcement and fo	llow-up actio	n for observed school	pupil safety related	✓ Yes	□ No
5.	EVI	ENCE/PROPERT	Y CONTROL		EVALUATED 05/29/2008	ACTION REQUIRED Yes	CORRECTED	
	a.	las the Area comn	nander demonstrated an interest i	n the proper	control of evidence an	d property?	✓ Yes	☐ No
		1) Who has been	assigned by the commander as the	ne evidence/	property officer?	Officer Jacque Rodr	iguez, #11606	
		2) Has an alterna	te for this position been assigned?	>			✓ Yes	☐ No
	(	3) Who is the evid	lence/property supervisor?	Sergeant Art	Fleck, #14244			
		loes the evidence/ lanual?	property officer have a good unde	rstanding of	the requirements of H	PM 70.1, Evidence	☑ Yes	□No
	(	) Does the super	visor fully understand his/her resp	onsibilities?			☑ Yes	☐ No
_		(a) Does he/s	he follow the guidelines in HPM 7	0.1, Evidence	e Manual, regarding at	udits and inventories?	☑ Yes	☐ No
	(	!) Has a system b	een implemented which will ensu	re maintenar	nce of the chain of pos	session for evidence?	✓ Yes	□No
		(a) Is the syste	em adequate?				☑ Yes	☐ No
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## AREA MANAGEMENT EVALUATION

	_ FUNCTIONS (Rev. 6-06) OPI 009		
	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	✓ Yes	□No
(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	☑ Yes	□No
(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	☐ Yes	☑ No
	(a) Are entered items canceled when the property is no longer in CHP possession?	Yes	☑ No
(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	☑ Yes	☐ No
c. Hav	e procedures been examined for retaining and disposing of:		
(1)	Evidence.	☑ Yes	☐ No
(2)	Property.	☑ Yes	□No
(3)	Weapons.	☐ Yes	☑ No
(4)	Controlled substances.	☑ Yes	☐ No
(5)	Alcoholic beverages.	✓ Yes	☐ No
(6)	License plates.	☑ Yes	☐ No
(7)	Money.	☑ Yes	☐ No
	unclaimed property of value been picked up by the Department of General Services, Material Services ion, for storage and disposal after it has been held for 30 days?	Yes	☑ No
(1)	ls proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	☑ Yes	☐ No
e. Has	the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	☑ Yes	☐ No
(1)	s the system adequate?	☑ Yes	☐ No
(2)	ls there a suspense system?	✓ Yes	☐ No
(3)	Are all items properly identified?	☑ Yes	☐ No
(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	✓ Yes	☐ No
	(a) Do Area records compare accurately with court records?	✓ Yes	☐ No
f. Are p	eriodic audits completed to ensure integrity of the property system?	√ Yes	☐ No
(1)	Has a semiannual audit of the property system been conducted?	☑ Yes	☐ No
(2)	Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	☑ Yes	☐ No
(	a) Have more frequent audits been conducted in identified problem areas?	Yes	☑ No
g. Have	inventories been conducted periodically to ensure integrity of the system?	☑ Yes	☐ No
h. Is sec	curity adequate?	☑ Yes	☐ No
(1) I	s a security log maintained in the property room?	☑ Yes	☐ No
(	a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	☑ Yes	☐ No
(1	b) Has the evidence/property officer or supervisor been present with everyone entering the room?	✓ Yes	☐ No

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STATE OF CALIFORNIA

# DEPARTMENT OF CALIFORNIA HIGHWAY PATROL AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

	(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?	2	
-	(a) Is the distribution of the keys according to policy?	✓ Yes	□No
	(3) Is the evidence/property officer other than the court officer?	✓ Yes	□No
	(a) Is the evidence/property officer other than a field officer or an officer involved in collecting eviden	ce? 🛛 Yes	☐ No
	(4) Is the property room accessible by repair/maintenance personnel?	Yes	☑ No
	(a) Is the room accessible by repair/maintenance personnel?	Yes	☑ No
	(b) Is there a false ceiling?	Yes	☑ No
-	(c) Are door hinges on the inside of the room?	Yes	☑ No
	(d) Are any items which require access by other than the evidence/property officer stored in the room	m? Yes	☑ No
	(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?	Yes	☑ No
	(If not, have steps been initiated to correct the problem?)	Yes	□No
	(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?	✓ Yes	□No
	(a) Is evidence left in these lockers for no more than one day?	✓ Yes	□No
<del></del>	(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tamper with packages containing controlled substances?	ring Yes	☑ No
	(a) Have any internal investigations been initiated by Area for any such incidents?	Yes	☑ No
6. 0	COLLISION INVESTIGATION FOLLOW-UP    EVALUATED   ACTION REQUIRED	CORRECTED	
—— а,	Does the Area have an Al officer?	✓ Yes	☐ No
b.	b. Who is responsible for supervising the officer? Lieutenant Edward Martinez, #10320		
С.	. How much time is allocated to the position? Six (6) hours daily		
	(1) Is time allocated sufficient?	✓ Yes	□No
d.	. Does the collision investigation follow-up officer have a job description?	Yes	☑ No
	(1) Is it current?	☐ Yes	☑ No
	(2) What are the officer's duties? Area does not have an accident investigation follow up officer.		
-			
<u> </u>	. Does the officer understand special reporting requirements?		☐ No
f.	Does the officer have training or special qualifications that complement the position?	Yes	☑ No
g.	. Is the officer available to respond to accidents to provide technical assistance?	Yes	☑ No
h.	Does the officer identify training needs and discuss them with his/her supervisor?	✓ Yes	☐ No
į,	Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purpose	es? 💟 Yes	□No
j.	Does the officer have other duties, if so, what are they?	✓ Yes	□No
	Evidence officer, overtime coordinator, and facility coordinator.		
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## AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

7.	COURT LIAISON OFFICER	05/28/2008	None	CORRECTED	
	a. Does the Area have an officer assigned court liaison duties?			√ Yes	☐ No
	b. Who supervises the officer? Lieutenant Edward Martinez, #10	0320			
	c. How much time is allocated to the position? Six (6) hours dai	ly			
	d. Does the officer have a job description?			✓ Yes	☐ No
	(1) Is it accurate?			√ Yes	☐ No
	(2) When was it last revised? May 2008				
	(3) What are the officer's duties? Filing of criminal cases a	nd all related tasks a	ssociated with the handli	ng of the crimin	nal cases,
	updating blood alcohol test results, computer data entry, a	nd receiving subpoe	nas.		
	e. Does he/she have responsibilities for prisoner arraignment?			Yes	☑ No
f	Does the officer command respect of his/her peer group?			✓ Yes	☐ No
g	. Is the court officer involved in the DUI Cost Recovery Program?			✓ Yes	☐ No
h	. Does the officer initiate a CHP 735, Incident Response Reimbur	sement Statement?		✓ Yes	☐ No
	(1) Does the officer(s)' times on the CHP 735 correspond to the Field Record?	e times indicated on I	nis/her CHP 415, Daily	☐ Yes	☑ No
	(2) Does the officer(s) maintain a log?			√ Yes	☐ No
	(3) Does the officer(s) forward the form to Fiscal Management 9	Section after disposit	ion?	✓ Yes	☐ No
i.	How may courts are within the Area's jurisdiction? Five (5)				
j.	Does the officer deal with more than one district attorney's (DA) of	office?		Yes	☑ No
k.	Does the officer have other duties?			√ Yes	☐ No
	(1) If so, what are the other duties? CHP 735 coordinator, PA	AS/EPAS device coo	rdinator, and Asset Forfe	eiture coordinat	or.
з. д	SSET FORFEITURE (AF) OFFICER	05/28/2008	ACTION REQUIRED None	CORRECTED	
a.	Does the Area have an officer assigned as AF coordinator?			✓ Yes	☐ No
b.	Does the officer have current job description?			☑ Yes	☐ No
C.	Is he/she familiar with HPM 81.5, Drug Programs Manual?			✓ Yes	☐ No
d.	Is Area coordinator logging AF cases separate from evidence?			✓ Yes	☐ No
e.	Is there a process in place to ensure proper disposition of AF iter	ns?		✓ Yes	☐ No
f.	Does Area's log agree with the Field Services Section (FSS) and	Division log?		✓ Yes	☐ No
	(1) If not, why not?			,	
g.	Is the disposition of cases supported by documentation such as a distribution memorandum?	arrest reports, court c	order, and AF	✓ Yes	□No

### AREA MANAGEMENT EVALUATION

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CHP 453Q (Rev. 6-06) OPI 009	

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h.	Has	the Area seized any vehicles under AF?		Yes	☑ No
-	(1)	If so, does the AF coordinator know where the vehicles are located and their current dis	sposition?	Yes	☐ No
i.	Is the	e Franchise Tax Board notified of all seizures valued at \$5,000 or more?		✓ Yes	☐ No
j.	Does	the AF coordinator complete a misscreen 50?		√ Yes	☐ No
k.	Does	Area notify Division of all vehicle/boat/plane seizures?		✓ Yes	☐ No
l.	Is Fle	eet Operations Section notified?		✓ Yes	☐ No
m.	Area	all vehicles stored safely and properly protected from inclement weather?		Yes	☑ No
n.		arge sums of cash, jewelry, and other small items of value stored in a safety deposit bo afekeeping?	x at a local bank	Yes	☑ No
0.	Are la	arge sums of cash deposited in a departmental interest-bearing bank account designat	ed for AF?	✓ Yes	☐ No
p.	What	is the procedure in handling monetary AF awards (checks from the DA)?	Checks are processed	with the wee	kly CHP
	230 a	nd designated for deposit in the asset forfeiture account along with the required distri	bution orders from t	he court	
q.		check remitted to the Area's cashier for transmittal to Fiscal Management Section with cations to FSS and the Division AF coordinator?	proper	✓ Yes	□ No
9. SF	ECIAL	IZED VEHICLES	TION REQUIRED One	CORRECTED	
a.	Opera	ation and Inspection			
	(1) Is	s there an officer assigned to oversee the operation of specialized vehicles within the A	rea?	✓ Yes	☐ No
	(6	a) Who supervises the officer(s)? Lieutenant Edward Martinez			
	(1	b) How much time is allocated? 16 hours			
	(2) D	oes the officer have a job description?	15	✓ Yes	□No
	(2	a) Is it accurate?		☑ Yes	□No
	(b	b) When was it last revised? May 2008			
		o officers understand policy concerning permits, licensing, inspections, and regulations pecialized vehicles?	s pertaining to	☑ Yes	□No
	(4) T	ow Trucks			
	(a	<ul> <li>Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, operation of tow trucks?</li> </ul>	concerning	✓ Yes	□No
	(b	Do files contain current contracts and inspection forms?		✓ Yes	□No
	(c	Are there any recent complaints?		Yes	☑ No
	(d	Are complaints documented on the CHP 240, Complaint Investigation, and CHP 55 Supplement?	6, Narrative	☑ Yes	□No
	(e	) Who is responsible for inspections? Officer Hector Tavares, #14839			
	(f)	Does an officer occasionally conduct a random inspection to ensure the integrity of process?	the inspection	Yes	☑ No
	(g	) Is there evidence that discrepancies are promptly corrected?		√ Yes	□ No

#### ADEA MANAGEMENT EVALUATION

ECIAL F	EUNCTIONS  Bev. 6-06) OPI 009		
	n) Who conducts annual tow meetings? Officer Hector Tavares		
	1 Does the commander attend?	Yes	☑ No
	2 is an agenda prepared?	Yes	☑ No
	3 Are minutes prepared and circulated for review?	Yes	☑ No
	4 When was the last annual meeting? May 19, 2008		
(i)	Are rotation and sector assignment procedures clearly established?	☑ Yes	□No
(j)	How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?		
	The El Centro Communications Center is notified of all suspensions and removal of tow truck compa	nies in order t	o maintain
	a current roster of approved tow truck companies. Officers are notified through briefing item discuss	sions.	
(k	Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	☑ Yes	☐ No
(5) Ar	nbulances		
(а	) Who is responsible for overseeing the operation of ambulances within the Area? Officer He	ector Tavares	
(b)	Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	☑ Yes	□No
(c)	Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?	☑ Yes	☐ No
(d)	Are complaints received at Area investigated and documented?	✓ Yes	☐ No
(e)	If ambulances are removed from service, is there any branch of county government that requests notification?	☑ Yes	☐ No
	1 If so, how is this done? The Imperial County Health Department is notified via telephone	call.	
(f)	Are ambulance inspection forms in file current?	✓ Yes	☐ No
(6) Arr	nored Vehicles		
(a)	Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?	Yes	☑ No
(b)	What impact on the Area workload do these inspections have? None		
(7) Au	horized Emergency Vehicles (AEV)		
(a)	Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?	√ Yes	☐ No

EVALUATED 06/03/2008

ACTION REQUIRED

None

CORRECTED

PROGRAM

10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR)

## AREA MANAGEMENT EVALUATION

CHP 453Q (Rev. 6	-06) OPI 009
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CHP	453Q (Rev. 6-06) OPI 009				
a	. If the Department currently has an active CRFR program, does attempts by California residents to avoid payment of licensing a	the Area have an officer nd registration fees due i	assigned to investigate in California?	Yes	☑ No
	(1) Who supervises the officer? N/A				
	(2) Is sufficient time allocated for this program?		*	Yes	☐ No
	(3) Does the officer have a job description?			Yes	☐ No
	(a) Is it accurate?			Yes	□No
b.	Does the Area program follow the guidelines in the Registration	Enforcement Manual, H	PM 82.5, Chapter 3?	Yes	□No
C.	Are suspected violations documented on Registration 69 forms Registration Compliance Unit?	ocally processed, or sen	t to the DMV	Yes	□No
	(1) If locally processed, are CHP 215s, Notice to Appear, issue registration is due?	d when it is established	that California	☐ Yes	☐ No
d.	Is the CRFR officer aware that the rules of evidence pertaining to of this type?	o search and seizure ap	ply to violations	Yes	□ No
e.	Does the Area report significant statistics to Division by comm-n	et by the 10th of each m	onth?	Yes	☐ No
f.	Does the degree of compliance gained or the actual revenue colcontinuance?	lected as a result of the	program justify its	Yes	□No
11. C	GENERAL SUPPORT	06/03/2008	ACTION REQUIRED None	CORRECTED	
a.	Is an officer assigned to general support including violation clear	ance and counter officer	?	✓ Yes	☐ No
b.	What additional duties does he/she perform? Alternate	VIN officer, documents	late-reported traffic col	llisions, answ	ers
	incoming telephone calls, processes CHP 180's, and documents	stolen reports originating	ng from Mexico.		
C.	Is there a job description?			✓ Yes	☐ No
	(1) Is it accurate?			√ Yes	☐ No
	(2) When was it last revised? May 2008				
d.	How much time is allocated to this position? Eight (8) hours	daily			
e.	With minimal instruction, could this position be handled by limited			☑ Yes	☐ No
12. A	REA TRAINING OFFICER	05/29/2008	None	CORRECTED	
a.	Does the Area have an officer assigned as the Area training officer	er?		✓ Yes	☐ No
b.	How much time is allocated to this position? 24 hours weekly	,			
C.	Who supervises the officer? Sergeant Art Fleck, #14244				
d.	Does the officer have a job description?			☑ Yes	☐ No
	(1) When was it last revised? May 2008				
e.	Does the officer command the respect of his/her peers?			✓ Yes	☐ No
f.	Does the officer have the support of the supervisors?			☑ Yes	☐ No

## AREA MANAGEMENT EVALUATION

g	. What training has been provided to the officer?  Departm	nental Inspection Firear	m Course; PMA Instruct	tor; Departmer	ntal Range
	Officer Training Course; ASP Instructor; Auto Theft Training	; Taser Training; Regul	ated Special Purpose Ve	hicle Training	;; Street
-	Racing/Modification Training.				
h	. Has he/she been trained as a Department instructor?			☑ Yes	☐ No
i.	Is the officer certified as an officer safety training instructor?			✓ Yes	☐ No
j.	Has he/she attended the Department's weapons/range officer to	raining?	£1.	√ Yes	☐ No
k.	Is the officer qualified to train employees to use tactical rifles?			√ Yes	☐ No
Ĩ.	Is the officer a CPR instructor?			✓ Yes	☐ No
m	. What role does the officer have in developing and/or presenting	g Area training programs	s? Officer has	s the responsib	ility to
	ensure all departmental training requirements are adhered to or	n a monthly, quarterly,	and yearly basis. The or	fficer is respon	sible for
	coordinating all training in Area.				
n.	Does the officer keep Area informed of officers deficient in train.	ing or those who have s	superior performance?	☑ Yes	☐ No
0.	. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?				☑ No
<del></del> р.	Does the officer assist in reviewing injuries to personnel resulting	ig from arrest situations	?	☐ Yes	☑ No
q.	Is the officer responsible for documenting training on the CHP 2	70, Service Record, or	in the ETRS?	✓ Yes	☐ No
r.	Is the officer responsible for performing range maintenance?			✓ Yes	☐ No
S.	What other duties or assignments does the training officer have	? Area VIN	officer		
			11		
13. L	IMITED DUTY	06/03/2008	None	CORRECTED	
a.	Does the Area currently have limited duty personnel assigned?		Ipparatio	Yes	☑ No
	(1) What are their classifications, and what duties are they ass	signed?			
b.	Are duties being performed consistent with the duties and limita Limited-Duty Assignment?	ations noted on the CHF	443, Approval of	√ Yes	☐ No
	(1) Could they be used more efficiently?			Yes	☑ No
C.	If limited duty officers are used to perform special duty tasks, do road patrol?	pes the regular special o	duty officer return to	Yes	☑ No
d.	Are any current assignments in excess of six months?			Yes	☑ No
e.	Do supervisors meet and discuss limited duty assignments with	the doctors on question	able cases?	✓ Yes	☐ No

STATE OF CALIFORNIA

## DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION

CHP 453Q (	Rev.	6-06)	OPI	009
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Are limited duty personnel having public contact appropriately	ersonnel having public contact appropriately attired?			
SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	06/03/2008	None None	CORRECTED	
Does the Area have personnel assigned to special projects or	tactical operations?		☑ Yes	☐ No
o. Is the position full time or on an on-call basis?			√ Yes	□No
If full time, is the assignment for a specified number of weeks	or months?			□No
What are the duties/responsibilities of the officer?	ficer is assigned to a n	nulti-agency narcotics tas	sk force.	
Who supervises the officer? Drug task force supervisor in	n conjunction with Ar	ea sergeant.		
How does he/she account for his/her time? CHP 415	5's and CHP 100DTF			į
What is the selection criteria for the assignment? Interview	w and background che	eck by federal agency		
Has the Area member contributed to the success or mission of	the team or task forc	e?		□No
	e Services Unit, is the	ere ongoing discussion		□No
regarding activities?				
Is there a Memorandum of Understanding (MOU) on file?			✓ Yes	☐ No
Is the special assignment on a reimbursable contract?			Yes	☑ No
(1) If so, is the contract being followed?			Yes	□No
	Does the Area have personnel assigned to special projects or Is the position full time or on an on-call basis?  If full time, is the assignment for a specified number of weeks. What are the duties/responsibilities of the officer?  Officer?  Officer?  Drug task force supervisor in How does he/she account for his/her time?  CHP 41:  What is the selection criteria for the assignment?  Interview Has the Area member contributed to the success or mission of Where coordination is appropriate with the Division Investigative regarding activities?  Is there a Memorandum of Understanding (MOU) on file?  Is the special assignment on a reimbursable contract?	Does the Area have personnel assigned to special projects or tactical operations?  Is the position full time or on an on-call basis?  If full time, is the assignment for a specified number of weeks or months?  What are the duties/responsibilities of the officer?  Officer is assigned to a responsibilities of the officer?  Officer is assigned to a responsibilities of the officer?  Officer is assigned to a responsibilities of the officer?  Who supervises the officer?  Drug task force supervisor in conjunction with Are How does he/she account for his/her time?  CHP 415's and CHP 100DTF  What is the selection criteria for the assignment?  Interview and background che has the Area member contributed to the success or mission of the team or task force where coordination is appropriate with the Division Investigative Services Unit, is the regarding activities?  Is there a Memorandum of Understanding (MOU) on file?  Is the special assignment on a reimbursable contract?	Does the Area have personnel assigned to special projects or tactical operations?  Is the position full time or on an on-call basis?  If full time, is the assignment for a specified number of weeks or months?  What are the duties/responsibilities of the officer?  Officer is assigned to a multi-agency narcotics tax  Who supervises the officer?  Drug task force supervisor in conjunction with Area sergeant.  How does he/she account for his/her time?  CHP 415's and CHP 100DTF  What is the selection criteria for the assignment?  Interview and background check by federal agency  Has the Area member contributed to the success or mission of the team or task force?  Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?  Is there a Memorandum of Understanding (MOU) on file?  Is the special assignment on a reimbursable contract?	Does the Area have personnel assigned to special projects or tactical operations?  Does the Area have personnel assigned to special projects or tactical operations?  Is the position full time or on an on-call basis?  If full time, is the assignment for a specified number of weeks or months?  What are the duties/responsibilities of the officer?  Officer is assigned to a multi-agency narcotics task force.  Who supervises the officer?  Drug task force supervisor in conjunction with Area sergeant.  How does he/she account for his/her time?  CHP 415's and CHP 100DTF  What is the selection criteria for the assignment? Interview and background check by federal agency  Has the Area member contributed to the success or mission of the team or task force?  Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?  Is there a Memorandum of Understanding (MOU) on file?  Yes  Is the special assignment on a reimbursable contract?

# AREA MANAGEMENT EVALUATION SUPPLEMENT

CHP 454 (Rev. 5-06) OPI 009

	ONS - INFORMAL EVALUATION	3/2008
SECTIONS	COMMENTS	
4. h (1)	The Area's School Pupil Transportation Safety Officer has not reviewed the annual stops pur	rsuant
	the California Vehicle Code & Title 13 CCR. CORRECTIVE ACTION: The School Pup	il Tra
	Safety Officer will review all bus stops prior to the beginning of the 2008/2009 school year.	
5. b (5)	It was discovered the current evidence officer does not have access to the Automated Proper	ty and
	Firearms System. The evidence officer has not entered the serial numbers of property or fire	earms
	CORRECTIVE ACTION: The evidence officer will be granted access to the CLETS Auto	omate
	Property and Firearms System as soon as possible. The evidence officer will update all prop	erty
	and firearms that are currently being held in evidence in the Automated Property and Firearn	ns
	System by July 31, 2008.	
5. h. (4)(c) & 5. h. (4)(e)	The door hinges to the evidence room are located on the outside of the door jam; however, the	ne bo
	for the hinges are capped to prevent removal. An additional combination lock has been adde	ed to
	to the door for added security.	
0. a - f	The Area does not have a current CRFR program.	
· · · · · · · · · · · · · · · · · · ·		
		-

### Memorandum

Date:

July 18, 2008

To:

Border Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Winterhaven Area

File No.:

620.12233

Subject:

INFORMAL CHAPTER 15 EVALUATION

Winterhaven Area's informal Chapter 15, Special Functions, evaluation is attached for your review. If you have any questions or require additional information, please feel free to contact Sergeant Steve Henry at (760) 572-0294.

J. W. SWAIM, Lieutenant

Commander

Attachments

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
ADEA MANIAGEMENT EVALUA-

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA		DIVISION -	NUMBER
620	10	Border	620
EVALUATED BY			DATE
Sergeant S. E.	Henry.	#12967	07/16/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired

	EVALUATION	in pen or pencil, and the Suppli	SUSPENSE DATE	i ii uesireu.		
☐ Fo	ormal Evaluation	✓ Informal Evaluation	06/01/2008			
FOLLOW	-UP REQUIRED	Correction Report	COMMANDER'S REVIE	EW	DATE	
Y6	es 🗸 No	ВҮ	M2.		7-18-	a P
1. GE	NERAL		EVALUATED 06/12/08	ACTION REQUIRED N/A	CORRECTED	
a.	Are special duty a	ssignments minimized?			Yes	☑ No
	(1) Is maximum e	efficiency attained?			√ Yes	☐ No
	(2) Are there any	special duty functions which could	be performed by a beat office	cer or other support personne	el? 🗌 Yes	☑ No
b.	Are assigned duti	es consistent with the job descriptio	n?		√ Yes	☐ No
	(1) Could duties	be combined with another special d	uty assignment for efficience	y?	Yes	✓ No
	(2) Which specia	l duty officers (positions) were inter	viewed? Officer E	E. Price, #15647 (A/I & Cou	rt), Officer J. N	Miller,
	#16410 (PAC	& School Bus)				
C.	How are individua	ls for special duty assignments sele	cted? Openings are	advertised in a briefing item	requesting mer	morandum
	of interest. A pan	el interview and recommendation to	the Area Commander of in	terested officers determines	assignment.	
,	(1) Are special di	uty opportunities open to all officers	?		√ Yes	☐ No
	(2) Does selectio	n contribute to attainment of affirma	tive action goals?		√ Yes	☐ No
d.	Can the special du	uty supervisor describe the duties a	nd workload of the special d	luty personnel?	√ Yes	☐ No
	(1) Upon what cri	teria are special duty personnel eva	aluated? Skills, kr	nowledge of assignment, abil	ity to work wit	h others
	and to work v	vith minimal supervision.				
(	(2) Are special du	ity officers held accountable for the	ir time and performance?		√ Yes	☐ No
	(3) How is the sp	ecial duty officer's time planned? A	re weekly itineraries provide	ed to the supervisor?	Yes	☑ No
e.	Do the commande	r and management team have an a	ctive interest in special duty	programs?	√ Yes	☐ No
(	(1) Is time taken I	by the commander to discuss activit	ies and potential problems?		☑ Yes	□ No
2. VEF	IICLE THEFT		06/12/08	ACTION REQUIRED N/A	CORRECTED	
		of the Area's Vehicle Theft Program		Area addresses the vehicle th		
	Strategic Plan Eac	ch officer has basic auto theft skills	to complete investigations.	Border Divsion assists with	complex inves	tigations .
b. /	Are there open line	es of communication with the Division	on vehicle theft coordinator?	,	√ Yes	☐ No
(	1) Is the commar	nder aware of how to obtain assista	nce from the Division or He	adquarters coordinators?	✓ Yes	□ No

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

_				
	(2)	Who is authorized to request assistance from vehicle theft coordinators?  Officers make request	for assistance th	rough the
		chain of command. Sergeants or OIC will contact Border Divison for assistance.	Ja .	
С	. Is t	he program effective?	☑ Yes	□ No
	(1)	Vehicle theft recovery goals established?	✓ Yes	☐ No
	(2)	Goals attained?	✓ Yes	☐ No
	(3)	How does the current number of stolen and recovered vehicles compare to prior time periods?	Area goal is to r	educe
		vehicle theft by 5% from 2007. The 3 yr average is 26. The goal is a reduction to 25.		
	(4)	Are work hours dedicated to the program appropriate?	☑ Yes	☐ No
	(5)	Do beat officers and supervisors have an interest in the program?	√ Yes	□ No
d	ls t	he program supported by district/city attorneys and the courts?	√ Yes	☐ No
	(1)	Has the program been discussed with them?	✓ Yes	☐ No
	(2)	What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges	? The Co	ourt Officer
		acts as a liaison between the Officer and the prosecutors when filing issues arise. Report addedums per	the DA's reques	st.
e	Do	the commander and management team take a personal interest in the program?	✓ Yes	☐ No
	(1)	What guidance and direction is provided?  Vehicle thefts and arrests are regularly discussed.	in briefing . Tra	ining by
		Border Division Auto Theft unit regarding VINswitches is scheduled for 06/26/08. Officers are encourage	aged to achieve	vehicle thef
		award pins.		
f.	Are	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	√ Yes	☐ No
	(1)	Do they have an idea of the number of thefts and recoveries in the Area?	✓ Yes	□ No
	(2)	Are they knowledgeable of the Department's Vehicle Theft Program?	√ Yes	☐ No
	(3)	Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	√ Yes	☐ No
	(4)	Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	√ Yes	☐ No
	(5)	Do they give guidance and direction?	✓ Yes	☐ No
	(6)	Do they demonstrate an interest in the program?	√ Yes	☐ No
	(7)	Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	✓ Yes	☐ No
g.	ls v	ehicle theft education/training provided by Area?	√ Yes	☐ No
	(1)	Are training aids used?	☑ Yes	☐ No
	(2)	Are division vehicle theft coordinators/investigators made available for training?	√ Yes	☐ No
	(3)	Vehicle theft prevention discussed at briefings?	√ Yes	□ No
	(4)	How is information on unique problems and circumstances disseminated to beat officers? Through	annual auto the	ft training
		from Border Division. Immediate vehicle theft problems are addressed in briefing items.		

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

	(5) Are officers and supervisors proficient in locating and decoding VINs?	☑ Yes	☐ No
h	. Have any Area officers earned the Department's 10851 Award?	☑ Yes	☐ No
	(1) Have any officers qualified for the Master 10851 Award?	☑ Yes	☐ No
	(2) How are awards presented? During quarterly training sessions by the Area Commander.		
	(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	√ Yes	☐ No
	(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	✓ Yes	☐ No
3. V	ZEHICLE IDENTIFICATION NUMBER PROGRAM  EVALUATED ACTION REQUIRED N/A	CORRECTED	
а	. Is the VIN program understood by beat officers?	☑ Yes	☐ No
	(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	☑ Yes	☐ No
b	. Who is the assigned VIN officer? Officer B. Hendrickson, #11071		
	(1) How was he/she trained? Academy training, allied agencies, DMV, NCIB, and manufacturers' bullet	etins.	
	(a) Is training adequate?	☑ Yes	☐ No
	(2) Is the VIN officer proficient?	✓ Yes	☐ No
	(3) Who is the alternate VIN officer? Officer R. Sapp, #14803		
	(4) Are VIN inspections conducted in a secure setting?	✓ Yes	☐ No
	(5) Is Field Support Section used as a resource?	√ Yes	☐ No
C.	What kind of system is in place to control the VIN officer's workload? Use of appointments. VIN officer is §	given a flexib	le road
	assignment to schedule VIN processing as needed.		
	(1) Are VIN assignments/verifications done on an appointment basis?	☑ Yes	☐ No
	(a) Is there an excessive backlog?	Yes	☑ No
	(b) Is the vehicle owner's convenience a consideration?	☑ Yes	☐ No
	(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	☑ Yes	☐ No
	(3) Are associated documents processed promptly and submitted on time?	☑ Yes	☐ No
d.	Is there proper security for replacement VIN plates?	☑ Yes	☐ No
	(1) Are inventory controls adequate?	√ Yes	☐ No
	(2) Are entries legible?	✓ Yes	☐ No
	(3) Do records match inventories?	✓ Yes	☐ No
	(4) Are required reports accurate and submitted properly?	☑ Yes	□ No
е.	Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	☑ Yes	☐ No

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

	f. Does VIN officer belong to any professional organizations for ex in any type of various vehicle theft investigator's associations?	change of information	, such as memberships	Yes	☑ No
	SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY	06/12/08	ACTION REQUIRED	CORRECTED	
a 	a. Is the Area commander and management team aware of all asp Program conducted in the Area?	pects of the SP&FL Tr	ansportation Safety	☑ Yes	☐ No
b.	<ul> <li>Does the Area have either a uniformed SP&amp;FL Transportation C Coordinator?</li> </ul>	Officer or a nonuniform	ed School Bus Officer/	☑ Yes	☐ No
	(1) Are Area files maintained as required by HPM 82.4, School Safety Manual?	Pupil and Farm Labo	r Transportation	☑ Yes	☐ No
	(a) Driver records, CHP 295, State Department of Education	on T-01, criminal reco	rd information, etc.?	√ Yes	☐ No
	(b) CHP 100E, Monthly Activity Report?			√ Yes	☐ No
	(c) School Bus Traffic Collision Reports and DMV printout	H-6?		✓ Yes	□No
	(d) Approved stops list?			✓ Yes	☐ No
	(2) Is the School Pupil Transportation Safety Officer/Coordinate	or proficient in perforn	ning assigned duties?	✓ Yes	☐ No
	(a) Are duties performed in conformance with HPM 82.4, 9 Safety Manual?	School Pupil and Farn	n Labor Transportation	☑ Yes	□No
	(3) Who is the alternate School Pupil Transportation Safety Off	ficer/Coordinator?	Officers E. Price, #1564	7, A. Campos	s, #17051
	(4) Are CHP 100Es, Monthly Activity Report, submitted in a tim	ely manner?		√ Yes	☐ No
	(5) Is program time properly justified?			✓ Yes	☐ No
	(a) How much time is allotted? As needed per the SBO	C's recommendation.			
	(b) Is time sufficient to meet departmental objectives?			☑ Yes	☐ No
	(c) Is the time expended within the Area's allotment?			√ Yes	☐ No
c.	c. Is responsibility for supervision of the School Pupil Transportations supervisor?	on Safety Program as	signed to a specific	☑ Yes	☐ No
	(1) Does the supervisor have adequate knowledge of the function	ions of the Area progr	am?	☑ Yes	☐ No
	(2) Does the supervisor have a copy of HPM 82.4, School Pupi manual?	il and Farm Labor Tra	nsportation Safety	☑ Yes	☐ No
	(3) Is he/she aware of the officer/coordinator's workload?			☑ Yes	☐ No
	(4) Does the supervisor review CHP 100Es, Monthly Activity Re	eport, submitted by th	e officer/coordinator?	☑ Yes	☐ No
d. 	d. What training has the School Pupil Safety Transportation Safety Attended In-Service Training classes? Have a thorough, practic	Officer/Coordinator hat cal knowledge of:	nad? Academy training,	SBOC 10/200	)3
	(1) Departmental policy relating to the School Pupil Safety Trans	nsportation Safety Pro	gram?	☑ Yes	☐ No
	(2) School bus driver certification?			☑ Yes	☐ No
	(3) School bus accident investigation?			☑ Yes	☐ No
	(4) School bus reinspection?			☑ Yes	☐ No
	(5) School bus routes and stops?	4		☑ Yes	☐ No

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

_				
	е.	Does the officer/coordinator coordinate activities and information with adjacent Areas?	☑ Yes	☐ No
		(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	☑ Yes	☐ No
_	f.	Is there a sound procedure for scheduling and administering written tests?	☑ Yes	☐ No
_		(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	☑ Yes	☐ No
_		(2) Who administers the test? Officer J. Miller, #16410		
_		(3) Is a proctor present?	☑ Yes	☐ No
_		(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	☑ Yes	□ No
		(5) Who reviews the tests with the applicants? Officer J. Miller, #16410		1 /
_		(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	☑ Yes	☐ No
		(7) Are driving errors discussed with the applicant?	☑ Yes	☐ No
_		(8) Is the school bus transportation supervisor advised of any additional training needs?	☑ Yes	☐ No
_	g.	Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	☑ Yes	☐ No
_		(1) Are follow-up investigations conducted when appropriate?	✓ Yes	☐ No
		(2) Are appropriate special coding made on all school bus investigations?	☑ Yes	☐ No
		(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	☑ Yes	□ No
		(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	☑ Yes	☐ No
	h.	Are hazardous routes or stops reported in writing to the governing board of the school district?	√ Yes	☐ No
		(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	☑ Yes	☐ No
		(2) How many approved stops exist in the Area? 33 stops for HeadStart, 116 for San Pasqual School	7, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1, 1,	
	i.	Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	✓ Yes	□ No
5.	ΕV	ACTION REQUIRED N/A	CORRECTED	
	a.	Has the Area commander demonstrated an interest in the proper control of evidence and property?	☑ Yes	☐ No
_		(1) Who has been assigned by the commander as the evidence/property officer? Officer J. Miller, #16	410	
_				
_		(2) Has an alternate for this position been assigned?	Yes	☑ No
		(3) Who is the evidence/property supervisor? Sergeant S. Henry, #12967		
	b.	Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	☑ Yes	☐ No
		(1) Does the supervisor fully understand his/her responsibilities?	☑ Yes	☐ No
		(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	☑ Yes	☐ No
	_	(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	☑ Yes	☐ No
_		(a) Is the system adequate?	☑ Yes	☐ No

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

	(3)	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	√ Yes	☐ No
	(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?		☐ No
	(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	☑ Yes	No
		(a) Are entered items canceled when the property is no longer in CHP possession?	√ Yes	□ No
	(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	☑ Yes	☐ No
c	. Hav	e procedures been examined for retaining and disposing of:		
	(1)	Evidence	√ Yes	☐ No
	(2)	Property.	√ Yes	☐ No
	(3)	Weapons.	√ Yes	☐ No
	(4)	Controlled substances.	√ Yes	☐ No
	(5)	Alcoholic beverages.	✓ Yes	☐ No
	(6)	License plates.	✓ Yes	☐ No
	(7)	Money.	√ Yes	☐ No
d.	Has Sec	unclaimed property of value been picked up by the Department of General Services, Material Services ion, for storage and disposal after it has been held for 30 days?	✓ Yes	☐ No
	(1)	Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	√ Yes	☐ No
е.	Has	the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	√ Yes	☐ No
	(1)	Is the system adequate?	√ Yes	☐ No
	(2)	Is there a suspense system?	✓ Yes	☐ No
	(3)	Are all items properly identified?	√ Yes	☐ No
	(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	√ Yes	☐ No
		(a) Do Area records compare accurately with court records?	✓ Yes	☐ No
- f.	Are p	eriodic audits completed to ensure integrity of the property system?	√ Yes	☐ No
	(1)	Has a semiannual audit of the property system been conducted?	√ Yes	☐ No
	(2)	Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	√ Yes	☐ No
		(a) Have more frequent audits been conducted in identified problem areas?	√ Yes	☐ No
g.	Have	e inventories been conducted periodically to ensure integrity of the system?	√ Yes	☐ No
h.	ls se	curity adequate?	√ Yes	☐ No
	(1)	s a security log maintained in the property room?	√ Yes	☐ No
		a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	y ☑ Yes	☐ No
	(	b) Has the evidence/property officer or supervisor been present with everyone entering the room?	☑ Yes	☐ No

## AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

_	_				
	(2)	Ho	w many sets of keys are there to the evidence/property room and the temporary evidence storage kers?	)	
		(a)	Is the distribution of the keys according to policy?	☑ Yes	☐ No
	(3)	ls t	he evidence/property officer other than the court officer?	√ Yes	☐ No
		(a)	Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?	<b></b> Yes	☐ No
	(4)	ls t	ne property room accessible by repair/maintenance personnel?	Yes	☑ No
H		(a)	Is the room accessible by repair/maintenance personnel?	Yes	☑ No
		(b)	Is there a false ceiling?	Yes	☑ No
		(c)	Are door hinges on the inside of the room?	☑ Yes	☐ No
		(d)	Are any items which require access by other than the evidence/property officer stored in the room?	Yes	☑ No
		(e)	Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?	☑ Yes	☐ No
			(If not, have steps been initiated to correct the problem?)	Yes	☐ No
	(5)	Are	pass-through type temporary storage lockers secured from the inside to prevent entry?	☑ Yes	☐ No
		(a)	Is evidence left in these lockers for no more than one day?	☑ Yes	☐ No
	(6)	Is A	trea knowledgeable of investigatory requirements in the event of any instance of suspected tampering packages containing controlled substances?	☑ Yes	☐ No
·		(a)	Have any internal investigations been initiated by Area for any such incidents?	Yes	☑ No
6. C	OLLI	SIO	NINVESTIGATION FOLLOW-UP  EVALUATED  06/12/08  ACTION REQUIRED  N/A	CORRECTED	
a.	Doe	s th	e Area have an Al officer?	✓ Yes	☐ No
b.	Wh	o is	responsible for supervising the officer? Sergeant J. Swaim, #12233		
C.	Hov	/ mu	ch time is allocated to the position? Time allotted is proportional to the activity and is not limited.		
-		_	me allocated sufficient?	☑ Yes	☐ No
d.	Doe	s th	e collision investigation follow-up officer have a job description?	☑ Yes	☐ No
	(1)	ls it	current?	☑ Yes	☐ No
	(2)	Wh	at are the officer's duties? The AI officer serves as the collision investigation follow-up officer. These	duties are co	nsistent
		with	all follow-up investigation duties required that are not able to be completed by the orginal investigating	g officer.	
е.	Doe	s the	e officer understand special reporting requirements?	✓ Yes	☐ No
f.	Does	the	officer have training or special qualifications that complement the position?	☑ Yes	☐ No
g.	ls th	e of	icer available to respond to accidents to provide technical assistance?	✓ Yes	☐ No
h.	Doe	s th	e officer identify training needs and discuss them with his/her supervisor?	☑ Yes	☐ No
Î./	Doe	s the	officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?	☑ Yes	☐ No
j.	Does	the	officer have other duties, if so, what are they?	☑ Yes	☐ No
-	Соц	rt du	ties, PAS coordinator, Overtime Coordinator, Weapon's Officer, Assistant to other Special Duty officer		

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

7. COURT LIAISON OFFICER	VALUATED 6/12/08	ACTION REQUIRED	CORRECTED	
Does the Area have an officer assigned court liaison duties?			☑ Yes	☐ No
b. Who supervises the officer? Sergeant J. Swaim, #12233		***		
c. How much time is allocated to the position? Time as needed.				
d. Does the officer have a job description?			√ Yes	☐ No
(1) Is it accurate?			√ Yes	☐ No
(2) When was it last revised? 2005				
(3) What are the officer's duties? Court Officer, PAS Coordina	ator, Weapons Officer	OT coordinator, AI Of	ficer.	
e. Does he/she have responsibilities for prisoner arraignment?			√ Yes	☐ No
f. Does the officer command respect of his/her peer group?	E		√ Yes	☐ No
g. Is the court officer involved in the DUI Cost Recovery Program?			☑ Yes	☐ No
h. Does the officer initiate a CHP 735, Incident Response Reimburser	ment Statement?		✓ Yes	☐ No
(1) Does the officer(s)' times on the CHP 735 correspond to the tir Field Record?	mes indicated on his/l	ner CHP 415, Daily	✓ Yes	□No
(2) Does the officer(s) maintain a log?			✓ Yes	☐ No
(3) Does the officer(s) forward the form to Fiscal Management Sec	ction after disposition	?	☑ Yes	☐ No
i. How may courts are within the Area's jurisdiction? Four				
j. Does the officer deal with more than one district attorney's (DA) office	ce?		Yes	✓ No
k. Does the officer have other duties?			√ Yes	☐ No
(1) If so, what are the other duties? See 7 (d) 3.				
6. ASSET FORFEITURE (AF) OFFICER	/ALUATED 6/12/08	ACTION REQUIRED N/A	CORRECTED	
Does the Area have an officer assigned as AF coordinator?			☑ Yes	☐ No
b. Does the officer have current job description?			√ Yes	☐ No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			√ Yes	☐ No
d. Is Area coordinator logging AF cases separate from evidence?			✓ Yes	☐ No
e. Is there a process in place to ensure proper disposition of AF items			☑ Yes	☐ No
f. Does Area's log agree with the Field Services Section (FSS) and Div	vision log?		☑ Yes	☐ No
(1) If not, why not?				
g. Is the disposition of cases supported by documentation such as arredistribution memorandum?	est reports, court orde	er, and AF	☑ Yes	□No

## AREA MANAGEMENT EVALUATION

### SPECIAL FUNCTIONS

=		(.				
_	h.	Has	he Area seized any vehicles under AF?		Yes	☑ No
		(1)	so, does the AF coordinator know where the vehicles are located and their current disposition?	NA	Yes	☐ No
	í.	is the	Franchise Tay Board notified of all societies yellied at #5 000 and 100	NIA	Yes	☐ No
	j.	Does	the AF coordinator complete a misscreen 502	NIA	Yes	☐ No
	k.	Does	Area notify Division of all vehicle/hoat/plane seizures?	NIA	Yes	☐ No
	1.	ls Fle	et Operations Section notified?	419	Yes	☐ No
	m.	Are	all vehicles stored safely and properly protected from inclement weather?	NA	Yes	☐ No
	n.	Are la	rge sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bafekeeping?		Yes	☐ No
	Ο.	Are la	rge sums of cash deposited in a departmental interest-bearing bank account designated for AF?	NIA	Yes	□No
_	p.	What	is the procedure in handling monetary AF awards (checks from the DA)?  To date, Winter		Area has no	t received
		any a	vards.			
	q.	Is the	check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper ations to FSS and the Division AF coordinator?	N/A	☐ Yes	□ No
9.	SP	ECIAL	IZED VEHICLES EVALUATED ACTION REQUIRED N/A		CORRECTED	
	а.	Opera	tion and Inspection			
		(1) I	there an officer assigned to oversee the operation of specialized vehicles within the Area?		☑ Yes	☐ No
		(	a) Who supervises the officer(s)? Sergeant S. Swaim, #12233			
		(	b) How much time is allocated? Time as needed			
		(2)	oes the officer have a job description?		☑ Yes	☐ No
		(;	s) Is it accurate?		☑ Yes	☐ No
		(1	When was it last revised? 10/2003			
		(3) E s <sub>l</sub>	o officers understand policy concerning permits, licensing, inspections, and regulations pertaining t secialized vehicles?	0	√ Yes	☐ No
		(4) T	ow Trucks			
		(6	) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?		☑ Yes	☐ No
		(t	) Do files contain current contracts and inspection forms?		☑ Yes	□ No
		(0	Are there any recent complaints?		☑ Yes	☐ No
		(c	Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?		√ Yes	☐ No
		(6	) Who is responsible for inspections? Officer J. Miller, #16410			
		(f)	Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	n	☑ Yes	
		(g	Is there evidence that discrepancies are promptly corrected?		✓ Yes	□ No

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION

### SPECIAL FUNCTIONS

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(h	) Who conducts annual tow meetings? Officer J. Miller, #16410		
	1 Does the commander attend?	Yes	☑ No
	2 Is an agenda prepared?	Yes	☑ No
	3 Are minutes prepared and circulated for review?	Yes	☑ No
	4 When was the last annual meeting? May 2007 (Pending TSA for June 30, 2008)		
(i)	Are rotation and sector assignment procedures clearly established?	√ Yes	☐ No
(j)	How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?		
	Briefing item.		
(k)	Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	☑ Yes	☐ No
(5) Ar	nbulances		
(a	Who is responsible for overseeing the operation of ambulances within the Area? Officer J, N	Miller, #16410	
(b)	Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	✓ Yes	☐ No
(c)	Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13,California Code of Regulations?	√ Yes	☐ No
(d)	Are complaints received at Area investigated and documented?	√ Yes	☐ No
(e)	If ambulances are removed from service, is there any branch of county government that requests notification?	☐ Yes	☑ No
	1 If so, how is this done?		
(f).	Are ambulance inspection forms in file current?	☑ Yes	☐ No
(6) Arr	nored Vehicles		
(a)	Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?	Yes	☑ No
(b)	What impact on the Area workload do these inspections have? Winterhaven Area to date has	s not had a req	uest for
	armored vehicle inspections.		
_			
(7) Au	horized Emergency Vehicles (AEV)		
	Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?	Yes	☑ No
10. CALIFOR PROGRA	MA RESIDENT FOREIGN REGISTRATION (CRFR) EVALUATED ACTION REQUIRED N/A	CORRECTED	
	A CONTRACT OF THE PROPERTY OF		

CHP 4530 (Rev. 6-06) Page 10

### AREA MANAGEMENT EVALUATION

**SPECIAL FUNCTIONS** 

a.	If the Department currently has an active CRFR program, does the Area have an officer assignerattempts by California residents to avoid payment of licensing and registration fees due in Califo	d to investigate rnia?	Yes	☑ No
	(1) Who supervises the officer?	NIA		
5	(2) Is sufficient time allocated for this program?	NIA	Yes	☐ No
	(3) Does the officer have a job description?	NIA	Yes	☐ No
	(a) Is it accurate?	NIA	Yes	☐ No
ь.	Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5	, Chapter 3? ລໄ	▲ ☐ Yes	☐ No
	Are suspected violations documented on Registration 69 forms locally processed, or sent to the Registration Compliance Unit?		✓ Yes	□No
	(1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that Cali registration is due?	ifornia	✓ Yes	☐ No
d.	Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to vio of this type?	olations	Yes	□No
е.	Does the Area report significant statistics to Division by comm-net by the 10th of each month?		✓ Yes	☐ No
f.	Does the degree of compliance gained or the actual revenue collected as a result of the program continuance?	n justify its んほ	Yes	□ No
	DENERAL SUPPORT 06/12/08 N/A	REQUIRED	CORRECTED	
a.	Is an officer assigned to general support including violation clearance and counter officer?		☑ Yes	☐ No
b.	What additional duties does he/she perform? Officer J. Miller, #16410. Additional duti	es include PAC	), SBOC, FLV	V,
	Evidence, Tow, and Training.			
C.	Is there a job description?		☑ Yes	□ No
	(1) Is it accurate?		✓ Yes	☐ No
	(2) When was it last revised? 01/2005			
d.	How much time is allocated to this position? Time as needed			
e.	With minimal instruction, could this position be handled by limited duty personnel?	-	☑ Yes	☐ No
12. A	AREA TRAINING OFFICER EVALUATED ACTION R 06/12/08 N/A	EQUIRED	CORRECTED	
a.	Does the Area have an officer assigned as the Area training officer?		✓ Yes	□ No
b.	How much time is allocated to this position? Time as needed			
C.	Who supervises the officer? Sergeant S. Swaim, #12233			
d.	Does the officer have a job description?		✓ Yes	☐ No
	(1) When was it last revised? 10/2003			
e.	Does the officer command the respect of his/her peers?		√ Yes	☐ No
f.	Does the officer have the support of the supervisors?		✓ Yes	☐ No
0115 45				

## AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

g.	What training has been provided to the officer? Academy training with the ETRS, Instructor, and some s	ubject specific	c training.
	V E		
h.	Has he/she been trained as a Department instructor?	√ Yes	☐ No
i.	Is the officer certified as an officer safety training instructor?	√ Yes	☐ No
j.	Has he/she attended the Department's weapons/range officer training?	Yes	☑ No
k.	Is the officer qualified to train employees to use tactical rifles?	Yes	☑ No
Į.	Is the officer a CPR instructor?	Yes	☑ No
m	. What role does the officer have in developing and/or presenting Area training programs? Schedules	Area Training	days,
	agendas, OST, and custodian of training records.		
n.	Does the officer keep Area informed of officers deficient in training or those who have superior performance?	☑ Yes	☐ No
0.	Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?	✓ Yes	☐ No
p.	Does the officer assist in reviewing injuries to personnel resulting from arrest situations?	✓ Yes	☐ No
q.	is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?	√ Yes	☐ No
r.	Is the officer responsible for performing range maintenance?	☐ Yes	☑ No
S.	What other duties or assignments does the training officer have? SBOC, FLV, PAO, Ammunition, I	Evidence, Fac	ilities,
	Radar and Tow.		
13. L	IMITED DUTY EVALUATED ACTION REQUIRED N/A	CORRECTED	
 а.	Does the Area currently have limited duty personnel assigned?	✓ Yes	□ No
	(1) What are their classifications, and what duties are they assigned? Weapon inspection and clean		
	inventory activities.		apport, and
		-	
b.	Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?	√ Yes	☐ No
	(1) Could they be used more efficiently?	☐ Yes	☑ No
c.	If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?	☐ Yes	☑ No
d.	Are any current assignments in excess of six months?	Yes	✓ No
e.	Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?	✓ Yes	☐ No
		<del>*************************************</del>	

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

f. Are limited duty personnel having public contact appropriately attired?				✓ Yes	☐ No	
14.	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	06/12/08	ACTION REQUIRED N/A	CORRECTED		
a	. Does the Area have personnel assigned to special projects or	tactical operations	?	✓ Yes	☐ No	
b.	. Is the position full time or on an on-call basis?			Yes	☑ No	
С.	If full time, is the assignment for a specified number of weeks	or months?		Yes	☑ No	
d.	What are the duties/responsibilities of the officer?	f one supervisor and two of	ficers and is dep	oloyed as		
needed.						
	9					
e.	Who supervises the officer? Sergeant S. Henry, #12967					
f.	How does he/she account for his/her time? On the C	CHP 112s on a mont	hly basis.			
g.	What is the selection criteria for the assignment? Memora	ndum of interest.				
h.	Has the Area member contributed to the success or mission of	of the team or task f	orce?	✓ Yes	☐ No	
i.	Where coordination is appropriate with the Division Investigati	ve Services Unit, is	there ongoing discussion			
	regarding activities?			Yes	☑ No	
j.	Is there a Memorandum of Understanding (MOU) on file?			Yes	☑ No	
k.	Is the special assignment on a reimbursable contract?			Yes	☑ No	
	(1) If so, is the contract being followed?		NI	ı 🗌 Yes	□ No	

Supplement

Section 1. General d (3): Special Duty officers time is planned according to daily responsibilities, although some work assignments are contingent upon field incidents and reports. Other responsibilities are generated by seasonal or annual certifications. The supervisor relies primarily upon the CHP 100, Activity Summary for accountibility.

Section 9. Specialized Vehicles, a (4) Tow Trucks (h) 1-4 -- Tow meetings. Note: Winterhaven only has one tow company that enters into a TSA. The Tow Officer presents the annual TSA, accepts the CHP 234a, Tow Application, and conducts inspections for one tow company.

Section 10 CRFR Program: The Winterhaven Area has a modified CRFR program with enforcement responsibilities given to every field officer, rather than a single designated officer. Field officers have training to recognize CRFR violations and either take immediate enforcement action with a CHP 215, Notice to Appear or complete a Registration 69 form.

Memorandum

Modeled 4/18/08 DM (136)

### C O N F I D E N T I A L

Date:

April 14, 2008

To:

Border Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

San Diego Area

File No.:

645.08.12678.12462

Subject:

CHAPTER 15 - SPECIAL FUNCTIONS - SELF INSPECTION

Attached is the San Diego Area's Chapter 15 – Special Functions, Self Inspection, for 2008. The self inspection, completed by Sergeant C. Lloyd, #12462, on April 14, 2008, noted the following:

### 1. General

Special Duty positions are open to all officers in the Area. The Special Duty positions are not a change of job title, just a change of duty assignment. This process does not affect affirmative action goals.

## 4. School Pupil and Farm Labor (SP&FL) Transportation Safety

4b(1)(d) No CHP approved stops required in the San Diego Area.

School bus re-in spections are only completed by a Motor Carrier.

### 5. Evidence/Property Control

5b(3) Evidence/property records files are examined quarterly due to the high volume of cases, and the time frames the Courts post the required information on a case.

5f(2) (a) No problems have been identified – no need for more frequent audits.

#### 9. Specialized Vehicles

During the audit it was found that the Specialized Vehicle Officer did not use a CHP 240 on all Complaint Investigations of a Tow Company, but instead used a local Area form. This procedure was corrected and all complaints will be accompanied by a CHP 240.

Chapter 15 – Special Functions – Self Inspection April 14, 2008 Page 2

### 10. California Resident Foreign Registration (CRFR) Program

10a

The San Diego Area does not have an officer assigned to the CRFR program. All investigative information is forwarded to the "CHEATERS" program by the Area's Senior Volunteers.

### Summary

There was one identified correction that was completed the day it was discovered (9(4) (d). There are no significant problems noted and there is no need for any further corrective action at this time.

C. M. McGAGIN, Captain

Attachments

STATE OF CALIFORNIA DEPARTMÈNT OF CALIFORNIA HIGHWAY PATROL	AREA	DIVISION	NUMBER	
AREA MANAGEMENT EVALUATION	645	Border Division		
SPECIAL FUNCTIONS	Sgt. C. Lloyd. 7	≝12462	04/15/2008	
HP 453Q (Rev. 6-06) OPI 009				
NSTRUCTIONS: Indicate items reviewed by placing a cheorm is used as a Correction Report, the "Correction" box sladividual items with "yes" or "no" answers, or fill in the blan an be placed on the CHP 454, Area Management Evaluations or corrective actions, unresolved items, porm can be completed in pen or pencil, and the Supplement	nould be initialed and ks as indicated. If a on Supplement. Th problems or progress	d dated as deficiencies are dditional comments are ne e Supplement should inclu s, and the evaluator's overs	e corrected。A ecessary, the indestinated	inswer nformat findings
YPE OF EVALUATION	SUSPENSE DATE			
Formal Evaluation  Informal Evaluation	COMMANDER'S REV	IE/W	DATE /	-
OLLOW-UP REQUIRED ☐ Correction Report  ☐ Yes			ИП	08
. GENERAL	EVALUATED	ACTION REQUIRED	CORRECTED	
	04-09-08	None	N/A	
a. Are special duty assignments minimized?			✓ Yes	∐ No
(1) Is maximum efficiency attained?			√ Yes	No
(2) Are there any special duty functions which could be p	erformed by a beat off	icer or other support personr	nel? 🗌 Yes	☑ No
b. Are assigned duties consistent with the job description?				□ No
(1) Could duties be combined with another special duty a	ssignment for efficien	cy?	Yes	☑ N
(2) Which special duty officers (positions) were interview	ed? VIN Of	ficer, School Bus Officer, Sp	ecial Purpose \	Vehicle
Inspection Officer, Evidence Officer, Asset Forfeiture	e Officer, and the Trai	ning Officer.		
c. How are individuals for special duty assignments selected	? The position	is avertised to all unless the	re is special tra	ining or
qualifications that have been identified and the Area Com	mander will assign tha	t position to a specific office	r. After advert	ising the
position and looking at who is qualified to fill that position	n, the Area Command	er could select at that time or	set up intervie	WS.
(1) Are special duty opportunities open to all officers?			√ Yes	□ N
(2) Does selection contribute to attainment of affirmative	action goals?		Yes	☑ N
d. Can the special duty supervisor describe the duties and w	orkload of the special	duty personnel?	√ Yes	□ N
(1) Upon what criteria are special duty personnel evaluate	ted? The sai	ne as the field officers in bei	ng able to meet	the
Department and Area's mission and goals.				
(2) Are special duty officers held accountable for their tir	ne and performance?		✓ Yes	□ N
(3) How is the special duty officer's time planned? Are v	veekly itineraries provi	ded to the supervisor? Mont	น่นYes	☑ N
e. Do the commander and management team have an activ			√ Yes	□N
(1) Is time taken by the commander to discuss activities	and potential problem	s?	✓ Yes	ΠN
2. VEHICLE THEFT	EVALUATED 04-09-08	ACTION REQUIRED None	corrected N/A	
a. What is the scope of the Area's Vehicle Theft Program?	Per the "20	08 Strategic Plan" for the San	n Diego Area, t	he goal is
reduce the number of auto thefts by 5% compared to a pa	st three-year average.			

Destroy Previous Editions

(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators?

b. Are there open lines of communication with the Division vehicle theft coordinator?

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☐ No

☐ No

✓ Yes

√ Yes

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

	_	_		_	•	_		_	-		_		-	_	
СН	D.	45	30	1	R	21/	F	3-0	าล	١	$\cap$	p	ı	nna	

	(2)	Who is authorized to request assistance from vehicle theft coordinators?  The Area Commander or	their designee	
C.	Is th	ne program effective?	∀es	☐ No
	(1)	Vehicle theft recovery goals established?	√ Yes	☐ No
	(2)	Goals attained?	✓ Yes	☐ No
	(3)	How does the current number of stolen and recovered vehicles compare to prior time periods?	this time the	Area
		Command is on-target to obtain set goals.		
	(4)	Are work hours dedicated to the program appropriate?	✓ Yes	☐ No
	(5)	Do beat officers and supervisors have an interest in the program?	√ Yes	☐ No
d.	ls th	ne program supported by district/city attorneys and the courts?	Yes	☑ No
	(1)	Has the program been discussed with them?	✓ Yes	☐ No
	(2)	What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?	The lo	cal DA wi
		not file a 10851 case if the vehicle was driven by an undocumented immigrant. Area Commander is trying	to get cases f	filed.
е.	Do	the commander and management team take a personal interest in the program?	☑ Yes	☐ No
	(1)	What guidance and direction is provided? The Area Commander emphasizes the Department a	and Area's 200	)8 Strategi
		Plan to reduce the number of auto thefts by 5%.		
f.	Are	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	☑ Yes	☐ No
	(1)	Do they have an idea of the number of thefts and recoveries in the Area?	✓ Yes	□No
	(2)	Are they knowledgeable of the Department's Vehicle Theft Program?	✓ Yes	☐ No
	(3)	Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	✓ Yes	☐ No
	(4)	Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	∀es	☐ No
	(5)	Do they give guidance and direction?	√ Yes	☐ No
	(6)	Do they demonstrate an interest in the program?	√ Yes	☐ No
	(7)	Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	☑ Yes	□ No
g	. Is v	vehicle theft education/training provided by Area?		☐ No
	(1)	Are training aids used?	√ Yes	☐ No
	(2)	Are division vehicle theft coordinators/investigators made available for training?	√ Yes	☐ No
	(3)	Vehicle theft prevention discussed at briefings?	☑ Yes	☐ No
	_	The Area	invites the A	uto Theft
	(4)	How is information on unique problems and circumstances disseminated to beat officers? The Area	invites the Au	IIIO THEII

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

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	(5) Are officers and supervisors proficient in locating and decoding VINs?	√ Yes	∐ No							
h.	. Have any Area officers earned the Department's 10851 Award?	√ Yes	No							
	(1) Have any officers qualified for the Master 10851 Award?	√ Yes	☐ No							
	(2) How are awards presented? For the year 2007 the Area had (1) officer qualify for the Master 10	851 pin and (20) for t	the regular							
	10851 pin. Once a year usually at Area Training days the pins are presented to the officers in front	of their peers.								
	(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	✓ Yes	☐ No							
	(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the prog		☐ No							
3. V	/EHICLE IDENTIFICATION NUMBER PROGRAM 04-10-08 None	corrected N/A								
a.	. Is the VIN program understood by beat officers?	√ Yes	☐ No							
	(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	√ Yes	☐ No							
b.	b. Who is the assigned VIN officer? Officer F. Aleta, #15454									
	(1) How was he/she trained? The current VIN officer attended the Auto Theft class at the Acad	emy and had training	g from the							
	prior VIN officer. A Border Division Auto Theft Officer is assigned to monitor and provide training	ng to the Area's VIN	officer and							
	also provides meetings where they share information with the VIN officer along with assigning the	m details to assist IS	U. —————							
	(a) Is training adequate?	√ Yes	☐ No							
	(2) Is the VIN officer proficient?	✓ Yes	- No							
	(3) Who is the alternate VIN officer? Officer D. Valenzula, #15847 & Officer A. Herrera, #13111.	8								
	(4) Are VIN inspections conducted in a secure setting?	☑ Yes	☐ No							
	(5) Is Field Support Section used as a resource?	∀es	□No							
С	What kind of system is in place to control the VIN officer's workload? VIN inspections are scheduled by appointment only Monday									
	thru Thursday. On Fridays the VIN officer completes reports and handles VIN inspections for Beat O	fficers/10751 impour	nds.							
	(1) Are VIN assignments/verifications done on an appointment basis?	✓ Yes	☐ No							
	(a) Is there an excessive backlog?	Yes	☑ No							
	(b) Is the vehicle owner's convenience a consideration?		☐ No							
•	(2) Are field officers and employees having public contact aware of the system used by the VIN office	r? ☑ Yes	☐ No							
	(3) Are associated documents processed promptly and submitted on time?	✓ Yes	☐ No							
d	d. Is there proper security for replacement VIN plates?	☑ Yes	☐ No							
	(1) Are inventory controls adequate?	☑ Yes	☐ No							
-	(2) Are entries legible?	☑ Yes	☐ No							
-	(3) Do records match inventories?	☑ Yes	☐ No							
	(4) Are required reports accurate and submitted properly?	☑ Yes	☐ No							
	e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?		☐ No							
-										

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

f		es VIN officer belong to any professional organization		tion, such as memberships	Yes	☑ No
	in a	any type of various vehicle theft investigator's associat		ACTION REQUIRED	CORRECTED	
		OL PUPIL AND FARM LABOR (SP&FL) SPORTATION SAFETY	04-10-08	None	N/A	
ć		the Area commander and management team aware of ogram conducted in the Area?	all aspects of the SP&FL	Transportation Safety	✓ Yes	☐ No
ŀ		es the Area have either a uniformed SP&FL Transporordinator?	✓ Yes	□No		
	(1)	Are Area files maintained as required by HPM 82.4, Safety Manual?	School Pupil and Farm La	abor Transportation	✓ Yes	☐ No
		(a) Driver records, CHP 295, State Department of I	Education T-01, criminal r	ecord information, etc.?		☐ No
		(b) CHP 100E, Monthly Activity Report?			✓ Yes	☐ No
		(c) School Bus Traffic Collision Reports and DMV	orintout H-6?		✓ Yes	☐ No
		(d) Approved stops list?			☐ Yes	☑ No
	(2)	Is the School Pupil Transportation Safety Officer/Co	ordinator proficient in perf	forming assigned duties?	☑ Yes	☐ No
		(a) Are duties performed in conformance with HPN Safety Manual?	1 82.4, School Pupil and F	arm Labor Transportation	✓ Yes	☐ No
	(3)	Who is the alternate School Pupil Transportation Sa	afety Officer/Coordinator?	Officer Soto, #13393 &	& Officer Jense	n, #1 <b>7</b> 677
	(4)	Are CHP 100Es, Monthly Activity Report, submitted	in a timely manner?		√ Yes	☐ No
	(5)	Is program time properly justified?				☐ No
		(a) How much time is allotted? Officer 80% & 0	Civilan 100%			
		(b) Is time sufficient to meet departmental objective	es?		✓ Yes	☐ No
		(c) Is the time expended within the Area's allotmer	nt?		✓ Yes	☐ No
		responsibility for supervision of the School Pupil Tranupervisor?	☑ Yes	☐ No		
	(1)	Does the supervisor have adequate knowledge of the	ne functions of the Area p	orogram?	✓ Yes	☐ No
	(2)	Does the supervisor have a copy of HPM 82.4, Sch manual?	ool Pupil and Farm Labor	Transportation Safety	√ Yes	☐ No
	(3)	) Is he/she aware of the officer/coordinator's workloa	d?		✓ Yes	☐ No
	(4)	) Does the supervisor review CHP 100Es, Monthly A	ctivity Report, submitted b	by the officer/coordinator?	√ Yes	☐ No
	d. W At	hat training has the School Pupil Safety Transportation tended In-Service Training classes? Have a thorough	n Safety Officer/Coordina n, practical knowledge of:	ator had? "Yes."		
	(1)	) Departmental policy relating to the School Pupil Sa	fety Transportation Safety	y Program?	☑ Yes	□No
	(2)	) School bus driver certification?			√ Yes	☐ No
	(3)	) School bus accident investigation?			☑ Yes	☐ No
	(4)	) School bus reinspection?			Yes	☑ No
	(5)	) School bus routes and stops?			☑ Yes	☐ No
_		a tradition to the second				

### AREA MANAGEMENT EVALUATION

CHP 4	53Q (Rev. 6-06) OPI 009		
е.	Does the officer/coordinator coordinate activities and information with adjacent Areas?	✓ Yes	□ No
	(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	∀es	☐ No
f.	Is there a sound procedure for scheduling and administering written tests?	✓ Yes	☐ No
	(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	✓ Yes	□ No
	(2) Who administers the test? School Bus Officer & Coordinator and (1) Senior Volunteer from the Area C	Command.	
	(3) Is a proctor present?	√ Yes	☐ No
	(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	✓ Yes	☐ No
	(5) Who reviews the tests with the applicants? The Area's School Bus Officer & Coordinator.		
	(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	✓ Yes	☐ No
	(7) Are driving errors discussed with the applicant?		☐ No
	(8) Is the school bus transportation supervisor advised of any additional training needs?	☑ Yes	☐ No
g.	Does the School Pupil Safety Transportation Officer conduct on-scene investigations?		☐ No
	(1) Are follow-up investigations conducted when appropriate?	☑ Yes	☐ No
	(2) Are appropriate special coding made on all school bus investigations?	√ Yes	☐ No
	(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	∀ Yes	☐ No
	(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	✓ Yes	☐ No
h.	Are hazardous routes or stops reported in writing to the governing board of the school district?	Yes	☑ No
	(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	Yes	☑ No
	(2) How many approved stops exist in the Area? No CHP approved stop list required in San Diego.		
i.	Do field officers take appropriate enforcement and follow-up action for observed school pupil safety related violations?	✓ Yes	☐ No
5. E'	VIDENCE/PROPERTY CONTROL EVALUATED ACTION REQUIRED None	CORRECTED N/A	
a.	Has the Area commander demonstrated an interest in the proper control of evidence and property?	✓ Yes	☐ No
	(1) Who has been assigned by the commander as the evidence/property officer? Primary Evidence O	fficer - Offic	er B. Bohm
	#11394. Alternate Evidence Officers - Officer P. Mann, #12503 & Officer T. Doerr, #14899 (Approved b	y Division).	
	(2) Has an alternate for this position been assigned?	√ Yes	☐ No
	(3) Who is the evidence/property supervisor? Sgt. C. Lloyd, #12462		
b.	Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence Manual?	√ Yes	☐ No
	(1) Does the supervisor fully understand his/her responsibilities?	√ Yes	☐ No
	(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	√ Yes	☐ No
	(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	√ Yes	☐ No
	(a) Is the system adequate?	✓ Yes	□No

### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

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	(3)	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	Yes	☑ No
	(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	✓ Yes	☐ No
	(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?		☐ No
		(a) Are entered items canceled when the property is no longer in CHP possession?	√ Yes	☐ No
	(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	√ Yes	☐ No
C.	Hav	ve procedures been examined for retaining and disposing of:		
	(1)	Evidence.	☑ Yes	□ No
	(2)	Property	☑ Yes	□ N
	(3)	Weapons.	✓ Yes	_ N
	(4)	Controlled substances.	☑ Yes	□ N
	(5)	Alcoholic beverages.	✓ Yes	□ N
	(6)	License plates.	✓ Yes	_ N
	(7)	Money.		
d.		s unclaimed property of value been picked up by the Department of General Services, Material Services ction, for storage and disposal after it has been held for 30 days?	✓ Yes	
	(1)	Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	√ Yes	
e.	Has	s the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	☑ Yes	
	(1)	Is the system adequate?	✓ Yes	
	(2)	Is there a suspense system?	✓ Yes	
	(3)	Are all items properly identified?	√ Yes	
	(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	☑ Yes	<u> </u>
		(a) Do Area records compare accurately with court records?	✓ Yes	1
f.	Are	periodic audits completed to ensure integrity of the property system?	✓ Yes	
	(1)	Has a semiannual audit of the property system been conducted?	✓ Yes	
	(2)	Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	✓ Yes	
		(a) Have more frequent audits been conducted in identified problem areas?	Yes	<b></b>
g.	На	ve inventories been conducted periodically to ensure integrity of the system?	√ Yes	
h.	ls s	security adequate?	√ Yes	
	(1)	Is a security log maintained in the property room?	√ Yes	
		(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	✓ Yes	
		(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	✓ Yes	

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# AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

7111 1000	(1181. 0 00) 011 000				
(2)	How many sets of keys are there to the evidence/property lockers?	room and the temporary ev		sets.	
	(a) Is the distribution of the keys according to policy?	***		√ Yes	☐ No
(3)	Is the evidence/property officer other than the court officer	?		√ Yes	☐ No
	(a) Is the evidence/property officer other than a field office	er or an officer involved in c	collecting evidence?	√ Yes	☐ No
(4)	Is the property room accessible by repair/maintenance per	sonnel?		Yes	☑ No
	(a) Is the room accessible by repair/maintenance personn	nel?		Yes	√ No
	(b) Is there a false ceiling?			Yes	☑ No
	(c) Are door hinges on the inside of the room?			√ Yes	☐ No
	(d) Are any items which require access by other than the	evidence/property officer s	tored in the room?	Yes	☑ No
	(e) Does Area's property room meet all requirements out	ined in HPM 70.1, Evidenc	e Manual?	√ Yes	☐ No
	(If not, have steps been initiated to correct the problem	m?)	WA	Yes	☐ No
(5)	Are pass-through type temporary storage lockers secured	from the inside to prevent	entry? N/A	Yes	☐ No
	(a) Is evidence left in these lockers for no more than one	day?			☐ No
(6	Is Area knowledgeable of investigatory requirements in the with packages containing controlled substances?	e event of any instance of s	uspected tampering	✓ Yes	☐ No
	(a) Have any internal investigations been initiated by Are	a for any such incidents?		Yes	✓ No
COL	LISION INVESTIGATION FOLLOW-UP	EVALUATED	ACTION REQUIRED	CORRECTED	
		04-10-08	None	N/A	No
	ho is responsible for supervising the officer?  Sgt. C. Lloye	1 #12462		[7] 163	
		k (1) Hit & Run officer 100	10/		
		(1) IIII & Ruii officer 100	770	✓ Yes	
	Is time allocated sufficient?	oprintian?		✓ Yes	□ No
	pes the collision investigation follow-up officer have a job des	Scription :		✓ Yes	□ No
	) Is it current?	6.4.19 and COD 6.4.20 for	the (2) A Loffigure !!		
(2	) What are the officer's duties? Refer to SOP 6.4.17, SOP	0.4.18 and SOP 0.4.20 for	the (3) Al officers 3		)112 alid
	Duties." The SOPs are attached to this report,				
e. D	bes the officer understand special reporting requirements?				☐ No
f. Do	es the officer have training or special qualifications that com	plement the position?			□ No
g. Is	the officer available to respond to accidents to provide techn	nical assistance?		✓ Yes	☐ No
	oes the officer identify training needs and discuss them with			✓ Yes	No
i, D	oes the officer prepare charts, graphs, or statistics that ident	ify problem locations for de	ployment purposes?	✓ Yes	☐ No
j. Do	es the officer have other duties, if so, what are they?			✓ Yes	☐ No
R	efer to SOPs as stated in question d(2) above.				

#### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

7. COURT LIAISON OFFICER	04-10-08	None	CORRECTED N/A	
a. Does the Area have an officer assigned court liaison	on duties?		∀es	No
b. Who supervises the officer? Sgt. C. Lloyd, #1246	52			
c. How much time is allocated to the position? Office	cer 100%			
d. Does the officer have a job description?			√ Yes	☐ No
(1) Is it accurate?			✓ Yes	☐ No
(2) When was it last revised? 04-10-08				
(3) What are the officer's duties? Refer to SOP	6.4.9 Court Officer's "Job Des	scription and Duties." SO	P is attached to t	his report.
e. Does he/she have responsibilities for prisoner arra	ignment?		Yes	☑ No
f. Does the officer command respect of his/her peer g	group?		√ Yes	☐ No
g. Is the court officer involved in the DUI Cost Recove	ery Program?		Yes	√ No
h. Does the officer initiate a CHP 735, Incident Respo	onse Reimbursement Statemer	nt?	Yes	√ No
(1) Does the officer(s)' times on the CHP 735 corr Field Record?	respond to the times indicated	on his/her CHP 415, Daily	Yes	☑ No
(2) Does the officer(s) maintain a log?		=	Yes	☑ No
(3) Does the officer(s) forward the form to Fiscal N	Management Section after disp	osition?	Yes	☑ No
i. How may courts are within the Area's jurisdiction?	(4)			
j. Does the officer deal with more than one district att	corney's (DA) office?		√ Yes	☐ No
k. Does the officer have other duties?			✓ Yes	☐ No
(1) If so, what are the other duties? Refer to SC	OP 6.4.9 as stated in d.(3) above	3.		
3. ASSET FORFEITURE (AF) OFFICER	EVALUATED 04-10-08	ACTION REQUIRED None	CORRECTED N/A	
a. Does the Area have an officer assigned as AF coo	ordinator?		✓ Yes	☐ No
b. Does the officer have current job description?			√ Yes	☐ No
c. Is he/she familiar with HPM 81.5, Drug Programs	Manual?		∀es	☐ No
d. Is Area coordinator logging AF cases separate from	m evidence?		✓ Yes	☐ No
e. Is there a process in place to ensure proper dispos	sition of AF items?		✓ Yes	□No
f. Does Area's log agree with the Field Services Sect	tion (FSS) and Division log?		∀es	☐ No
(1) If not, why not?				
g. Is the disposition of cases supported by document distribution memorandum?	tation such as arrest reports, co	ourt order, and AF	√ Yes	□ No
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# AREA MANAGEMENT EVALUATION

HP 4530	(Rev. 6-06) OPI 009		
		☑ Yes	☐ No
(1)	If so, does the AF coordinator know where the vehicles are located and their current disposition?	☑ Yes	☐ No
i. Is	he Franchise Tax Board notified of all seizures valued at \$5,000 or more?	√ Yes	☐ No
j. Do	es the AF coordinator complete a misscreen 50?	√ Yes	☐ No
k. Do	es Area notify Division of all vehicle/boat/plane seizures?	√ Yes	☐ No
I. Is	leet Operations Section notified?	√ Yes	☐ No
m. A	re all vehicles stored safely and properly protected from inclement weather?	Yes	☑ No
	e large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank safekeeping?	Yes	☑ No
o. Ar	e large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	√ Yes	☐ No
p. W	hat is the procedure in handling monetary AF awards (checks from the DA)?  The check goes to cleri	ical and they	prepare
th	CHP 251 & CHP 230 that is approved and signed by the Commander. Forms & check forwarded to Fisical N	Aanagement S	Section.
q. Is	the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper tifications to FSS and the Division AF coordinator?	☑ Yes	☐ No
. SPEC	IALIZED VEHICLES EVALUATED ACTION REQUIRED  04-10-08 Yes	04-10-08	
a. O	peration and Inspection		
(1	many the analytical of analytical vahiolog within the Area?	☑ Yes	☐ No
	(a) Who supervises the officer(s)? Sgt. C. Lloyd, #12462		
	(b) How much time is allocated? Officer 20%		
(2	Does the officer have a job description?	☑ Yes	☐ No
	(a) Is it accurate?	✓ Yes	☐ No
	(b) When was it last revised? 04-10-08		
(3	) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	✓ Yes	☐ No
(4	) Tow Trucks		
	(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	☑ Yes	☐ No
	(b) Do files contain current contracts and inspection forms?	✓ Yes	☐ No
	(c) Are there any recent complaints?	Yes	☑ No
	(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	Yes	☑ No
	(e) Who is responsible for inspections? CHP234B - Tow Officer / Level 1 inspection - Commercial Officer	ficers	
	(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	☑ Yes	□No
6	(g) Is there evidence that discrepancies are promptly corrected?	✓ Yes	☐ No

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# AREA MANAGEMENT EVALUATION

SPECIAL	FUNCTIONS
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(h)	Who conducts annual tow meetings? Area Tow Officer		
	1 Does the commander attend?	√ Yes	☐ No
	2 Is an agenda prepared?	√ Yes	□ No
	3 Are minutes prepared and circulated for review?	Yes	V N
	4 When was the last annual meeting? 04-03-2008		
(i)	Are rotation and sector assignment procedures clearly established?	√ Yes	N
(j)	How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?		
	A briefing item along with a new Tow Company list is given to each officer.		
(k)	Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	☑ Yes	
(5) Am	bulances		
(a)	Who is responsible for overseeing the operation of ambulances within the Area? Special Pur	pose Vehicle	Inspec
	Officer/ Tow Officer		
(b)	Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	√ Yes	
(c)	Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?	√ Yes	
(d)	Are complaints received at Area investigated and documented?	☑ Yes	<b>7</b> 1
(e)	If ambulances are removed from service, is there any branch of county government that requests notification?	Yes	<b></b>
	1 If so, how is this done?		
45)	A series of the company	☑ Yes	
(†)	Are ambulance inspection forms in file current?		
	nored Vehicles		
(a	Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?	√ Yes	
(b)	What impact on the Area workload do these inspections have? Minimal at this time.		
(7) Au	thorized Emergency Vehicles (AEV)		
(а	Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting equipment. Do initial and renewal inspections create any significant workload on the Area?	☐ Yes	$\Box$
		CORRECTED	

# AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

a.	If the Department currently has an active CRFR program, does t attempts by California residents to avoid payment of licensing ar			Yes	☑ No
	(1) Who supervises the officer? N/A				
	(2) Is sufficient time allocated for this program? N/A			Yes	☐ No
	(3) Does the officer have a job description? N/A			Yes	☐ No
	(a) Is it accurate? NIA			Yes	☐ No
b.	Does the Area program follow the guidelines in the Registration	Enforcement Manual, HF	PM 82.5, Chapter 3? 🅠	Yes	☐ No
C.	Are suspected violations documented on Registration 69 forms I Registration Compliance Unit?	ocally processed, or sen	t to the DMV	✓ Yes	□No
	(1) If locally processed, are CHP 215s, Notice to Appear, issue registration is due?	d when it is established t	hat California	✓ Yes	□No
d.	Is the CRFR officer aware that the rules of evidence pertaining to of this type?	o search and seizure ap	oly to violations	Yes	☐ No
e.	Does the Area report significant statistics to Division by comm-n	et by the 10th of each m	onth?	Yes	☑ No
f.	Does the degree of compliance gained or the actual revenue co continuance? $\sim 10^{-1}$	llected as a result of the	program justify its	Yes	☐ No
11. G	ENERAL SUPPORT	evaluated 04-10-08	ACTION REQUIRED None	CORRECTED N/A	
a.	Is an officer assigned to general support including violation clea	rance and counter office	r?	✓ Yes	□ No
b,	What additional duties does he/she perform? Refer to S	OP 6.4.7 Operations Of	ficer's "Job Description	and Duties."	SOP
	attached to this report.				
C.	Is there a job description?			√ Yes	☐ No
	(1) Is it accurate?			√ Yes	☐ No
	(2) When was it last revised? 04-10-08				14
d.	How much time is allocated to this position? Officer 100%				
e.	With minimal instruction, could this position be handled by limite	ed duty personnel?		√ Yes	☐ No
12. A	REA TRAINING OFFICER	04-10-08	ACTION REQUIRED None	CORRECTED N/A	
a.	Does the Area have an officer assigned as the Area training offi	cer?		✓ Yes	☐ No
b.	How much time is allocated to this position? Officer 100%				
C,	Who supervises the officer? Sgt. S. Toth, #12572				
d.	Does the officer have a job description?			√ Yes	☐ No
	(1) When was it last revised? 01-11-2007				
e.	Does the officer command the respect of his/her peers?			☑ Yes	☐ No
f.	Does the officer have the support of the supervisors?				☐ No

#### AREA MANAGEMENT EVALUATION

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g.			
	What training has been provided to the officer? All POST required training. Area OST. Area Ranges. and	d on-going OS'	I training
	as time permits.		
h.	Has he/she been trained as a Department instructor?	✓ Yes	☐ No
Ьs	Is the officer certified as an officer safety training instructor?		☐ No
j,	Has he/she attended the Department's weapons/range officer training?		☐ No
k.	Is the officer qualified to train employees to use tactical rifles?		☐ No
l.	Is the officer a CPR instructor?		☐ No
m.	What role does the officer have in developing and/or presenting Area training programs? The Training	ng Officer has	the
	responsibility to provide training to all uniform personnel in their command and that all POST requirements are	met in a timel	y manner.
n.	Does the officer keep Area informed of officers deficient in training or those who have superior performance?	√ Yes	☐ No
0.	Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?	√ Yes	☐ No
p.	Does the officer assist in reviewing injuries to personnel resulting from arrest situations?	√ Yes	☐ No
q.	Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?	√ Yes	☐ No
r.	Is the officer responsible for performing range maintenance?	✓ Yes	☐ No
S.	What other duties or assignments does the training officer have? Refer to SOP 6.4.8 Training Officer	er's "Job Desc	ri <mark>pti</mark> on an
S.	What other duties or assignments does the training officer have? Refer to SOP 6.4.8 Training Officer have?  Duties." SOP is attached to this report.	er's "Job Desc	ription an
S.		er's "Job Desc	ription an
S.		er's "Job Desc	ription an
	Duties." SOP is attached to this report.  EVALUATED DUTY  ACTION REQUIRED	CORRECTED	ription an
3. L	Duties." SOP is attached to this report.  EVALUATED 04-10-2008  ACTION REQUIRED None	CORRECTED N/A	
	Duties." SOP is attached to this report.  EVALUATED 04-10-2008 ACTION REQUIRED None  Does the Area currently have limited duty personnel assigned?	CORRECTED N/A	□ No
3. L	Duties." SOP is attached to this report.    EVALUATED   ACTION REQUIRED   None	CORRECTED N/A Ves no road patrol	□ No
3. L	Duties." SOP is attached to this report.    EVALUATED   ACTION REQUIRED   None	CORRECTED N/A Ves no road patrol	□ No
3. L	Duties." SOP is attached to this report.  EVALUATED 04-10-2008 ACTION REQUIRED None  Does the Area currently have limited duty personnel assigned?  (1) What are their classifications, and what duties are they assigned?  (1) Sergeant - Admin., SIU duties/no road patrol. (4) Officers - 1: Alter. Training Officer 1: Assist front of 1: Assist Clerical Unit 1: School Bus Officer - same duties.	CORRECTED N/A Ves no road patrol desk and admi	□ No n. project
3. L	Duties." SOP is attached to this report.  EVALUATED 04-10-2008 ACTION REQUIRED None  Does the Area currently have limited duty personnel assigned?  (1) What are their classifications, and what duties are they assigned?  (1) Sergeant - Admin., SIU duties/no road patrol. (4) Officers - 1: Alter. Training Officer 1: Assist front of the state of	CORRECTED N/A Ves no road patrol	□ No n. project
3. L	Duties." SOP is attached to this report.    EVALUATED	CORRECTED N/A Ves no road patrol desk and admi	□ No
3. L	Duties." SOP is attached to this report.    EVALUATED	CORRECTED N/A V Yes no road patrol desk and admi	□ No n. project □ No
3. L a. b.	Duties." SOP is attached to this report.    EVALUATED   04-10-2008   None	CORRECTED N/A V Yes no road patrol desk and admi	□ No n. project □ No

#### 'DEPART MENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

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CUL	153Q (Rev. 6-06) OF1 009				
f.	Are limited duty personnel having public contact appropriatel	y attired?		✓ Yes	☐ No
14. 5	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	04-10-2008	ACTION REQUIRED None	corrected N/A	
а.	Does the Area have personnel assigned to special projects of	or tactical operations?		✓ Yes	☐ No
b.	Is the position full time or on an on-call basis?			☑ Yes	☐ No
C.	If full time, is the assignment for a specified number of weeks	s or months?		Yes	☑ No
d.	What are the duties/responsibilities of the officer?	ne San Diego Area has	(1) officer assigned tem	porarly to the Bo	order
	Division Background Unit. The duration of the position is un	nknown at this time du	e to the current demand	on processing ba	ckgrounds
	to obtain qualified persons to become a CHP officer.				
e.	Who supervises the officer? Border Division Backgroun	nds Sergeant			
f.	How does he/she account for his/her time? The off	ficer is accountable to	the Border Division Bac	kgrounds Sergea	nt.
g.	What is the selection criteria for the assignment? Area C	Commander has the fin	al decision based on the	officer's qualifica	ations.
h.	Has the Area member contributed to the success or mission	of the team or task fo	rce?	✓ Yes	☐ No
i.	Where coordination is appropriate with the Division Investigate regarding activities?	ative Services Unit, is t	there ongoing discussion ん/		□ No
j.	Is there a Memorandum of Understanding (MOU) on file?		NI	Λ ☐ Yes	□ No
k.	Is the special assignment on a reimbursable contract?		NIV		☐ No
	(1) If so, is the contract being followed?		V1)'	Δ [] Yes	☐ No

Questions (i) thru (k) - N/A

STATE OF CALIFORNIA		AREA	DIVISION	NUMBER	4:00
AREA MANAGEMENT EVA		650	601	NOWDER	
SPECIAL FUNCTIONS	LOATION	EVALUATED BY		DATE	
CHP 453Q (Rev. 6-06) OPI 009		Sergeant M. Boothe		04/04/200	)8
INSTRUCTIONS: Indicate item form is used as a Correction Reindividual items with "yes" or "no can be placed on the CHP 454, accomplishments or corrective form can be completed in pen of	eport, the "Correction" box shoul o" answers, or fill in the blanks a Area Management Evaluation S actions, unresolved items, probl	d be initialed and date is indicated. If addition Supplement. The Supems or progress, and in be handwritten if de	d as deficiencies are nal comments are ne plement should inclu the evaluator's overs	e corrected. ecessary, the ide significan	Answer information tringer
Formal Evaluation	rmal Evaluation	SUSPENSE DATE			
FOLLOW-UP REQUIRED	Correction Report	OMMANDER'S REVIEW	7.8	DATE	
☐ Yes ☑ No	BY	VI Willer	- CAPTATIN	5-	208
1. GENERAL		Yes	ACTION REQUIRED NO	CORRECTED	
a. Are special duty assignment	ts minimized?			☑ Yes	☐ No
(1) Is maximum efficiency a	attained?		100001000100000000000000000000000000000	☑ Yes	☐ No
)	uty functions which could be perfore	ned by a beat officer or	other support personn	el? 🗌 Yes	☑ No
b. Are assigned duties consists	ent with the job description?			√ Yes	☐ No
(1) Could duties be combined	ed with another special duty assign	ment for efficiency?		☐ Yes	☑ No
	ers (positions) were interviewed?		fficer, VIN Officer, A.	I. Review, Scl	hool
Bus/Tow Officer, Traini	ing Officer, Court Officer, Evidenc	e Officer, Special Invest	igations Officer.		
c. How are individuals for speci	al duty assignments selected?	Interview process.			
(4) Associated the constant					
(1) Are special duty opportu				✓ Yes	U No
	e to attainment of affirmative action			✓ Yes	☐ No
	sor describe the duties and workloa			√ Yes	L] No
(1) Opon what criteria are sp	pecial duty personnel evaluated?	Efficiency of th	e program.	· · · · · · · · · · · · · · · · · · ·	
(2) Are special duty officers	held accountable for their time and	performance?	71	√ Yes	☐ No
(3) How is the special duty of	officer's time planned? Are weekly	itineraries provided to th	e supervisor?	☑ Yes	☐ No
e. Do the commander and mana	agement team have an active intere	est in special duty progra	ams?	√ Yes	☐ No
(1) Is time taken by the com	mander to discuss activities and po	tential problems?		☑ Yes	☐ No
VEHICLE THEFT		Yes	ACTION REQUIRED	CORRECTED	
a. What is the scope of the Area	s's Vehicle Theft Program?	No formal programs	in place other than the	10851 award	program.
b. Are there open lines of comm	unication with the Division vehicle	theft coordinator?		☑ Yes	☐ No
(1) Is the commander aware	of how to obtain assistance from the	ne Division or Headquar	ters coordinators?	√ Yes	☐ No
HP 4530 (Pey 6 06) Page 1	Doctroy Pro	d. Fig.			

### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

-				
	(2	Who is authorized to request assistance from vehicle theft coordinators? Supervisors and OIC's		
С	. Is	the program effective?	√ Yes	☐ No
	(1	) Vehicle theft recovery goals established?	Yes	☑ No
	(2	) Goals attained?	☐ Yes	☐ No
	(3)	) How does the current number of stolen and recovered vehicles compare to prior time periods?	The number ha	s risen due
		to the activation of the fixed License Plate Readers at both the San Onofre and Rainbow Inspection Faci	lities.	
	(4)	Are work hours dedicated to the program appropriate?	☑ Yes	☐ No
	(5)	Do beat officers and supervisors have an interest in the program?	☑ Yes	☐ No
d.	ls	the program supported by district/city attorneys and the courts?	√ Yes	☐ No
	(1)	Has the program been discussed with them?	☑ Yes	☐ No
	(2)	What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges'	? Month	ly meetings
		with the DA's office and our Court Officer to discuss related issues.		
e.	Do	the commander and management team take a personal interest in the program?	√ Yes	☐ No
	(1)	What guidance and direction is provided?		
=-,-,-			-,7	
f.	Are	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	√ Yes	☐ No
	(1)	Do they have an idea of the number of thefts and recoveries in the Area?	✓ Yes	 □ No
	(2)		✓ Yes	□ No
	(3)	Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	✓ Yes	No
	(4)		✓ Yes	
-	(5)	Do they give guidance and direction?	✓ Yes	□ No
	(6)	Do they demonstrate an interest in the program?	✓ Yes	
	(7)	Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity	✓ Yes	□ No
		Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	v res	NO
g.	ls v	ehicle theft education/training provided by Area?	√ Yes	☐ No
	(1)	Are training aids used?	√ Yes	☐ No
	(2)	Are division vehicle theft coordinators/investigators made available for training?	☑ Yes	☐ No
	(3)	Vehicle theft prevention discussed at briefings?	☑ Yes	☐ No
	(4)	How is information on unique problems and circumstances disseminated to beat officers? Briefing ite	ems, posters in	office and
		on bulletin boards. Also, during related discussions on Area training days.		

#### AREA MANAGEMENT EVALUATION

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	(5)	Are officers and supervisors proficient in locating and dec	oding VINs?	the second secon	√ Yes	☐ No
h.	На	ve any Area officers earned the Department's 10851 Award	?		✓ Yes	☐ No
	(1)	Have any officers qualified for the Master 10851 Award?			√ Yes	☐ No
	(2)	How are awards presented? During Area training days		V3.11.		
	(3)	Is the 10851 Award Program used to enhance interest in t	he Area's Vehicle Thei	t Program?	√ Yes	☐ No
	(4)	Are Area/Division recovery statistics posted in a manner w	hich could boost enthu	usiasm for the program?	☑ Yes	☐ No
3. VI	EHIC	LE IDENTIFICATION NUMBER PROGRAM	Yes	ACTION REQUIRED No	CORRECTED	
а.	ls t	he VIN program understood by beat officers?			☑ Yes	☐ No
	(1)	Does the volume of VIN referrals to the VIN officer indicate	e support by field office	rs?	☑ Yes	☐ No
b.	Wh	to is the assigned VIN officer? Officer R. Rodriguez, #13	181			
	(1)	How was he/she trained? Trained by the previous	VIN Officer and attend	ed Academy training.		
=		(a) Is training adequate?			☑ Yes	☐ No
	(2)	Is the VIN officer proficient?			√ Yes	☐ No
	(3)	Who is the alternate VIN officer? Officer J. Howard, #	16350			
	(4)	Are VIN inspections conducted in a secure setting?			√ Yes	☐ No
	(5)	Is Field Support Section used as a resource?			☑ Yes	☐ No
c.	Wha	at kind of system is in place to control the VIN officer's work	load? Appointmen	t process.		
	(1)	Are VIN assignments/verifications done on an appointment	t basis?		☑ Yes	☐ No
		(a) Is there an excessive backlog?			Yes	☑ No
		(b) Is the vehicle owner's convenience a consideration?			☑ Yes	☐ No
	(2)	Are field officers and employees having public contact awa	re of the system used	by the VIN officer?	☑ Yes	☐ No
	(3)	Are associated documents processed promptly and submit	ted on time?		☑ Yes	☐ No
d.	Is th	ere proper security for replacement VIN plates?			☑ Yes	☐ No
	(1)	Are inventory controls adequate?			☑ Yes	☐ No
	(2)	Are entries legible?			☑ Yes	☐ No
	(3)	Do records match inventories?			☑ Yes	☐ No
	(4)	Are required reports accurate and submitted properly?			☑ Yes	☐ No
e.	Doe	s the VIN officer use relevant information available from alli	ed agencies, DMV and	NICB?	√ Yes	□ No

TATE OF CALIFORNIA LIGHWAY PATROL

# AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

			The second secon		The second secon	
f.	Do in	oes VIN officer belong to any professional crganization any type of various vehicle theft investigator's associa	ns for exchange of informations?	on, such as memberships	Yes	☑ No
		OOL PUPIL AND FARM LABOR (SP&FL) ISPORTATION SAFETY	evaluated Yes	ACTION REQUIRED	CORRECTED	
а.		the Area commander and management team aware or ogram conducted in the Area?	f all aspects of the SP&FL 1	ransportation Safety	√ Yes	☐ No
b.	Do Co	pes the Area have either a uniformed SP&FL Transport pordinator?	tation Officer or a nonunifor	med School Bus Officer/	√ Yes	□ No
	(1)	Are Area files maintained as required by HPM 82.4, Safety Manual?	School Pupil and Farm Lab	or Transportation	√ Yes	☐ No
		(a) Driver records, CHP 295, State Department of E	Education T-01, criminal rec	ord information, etc.?	√ Yes	☐ No
		(b) CHP 100E, Monthly Activity Report?			☑ Yes	☐ No
		(c) School Bus Traffic Collision Reports and DMV p	printout H-6?		☑ Yes	☐ No
		(d) Approved stops list?			✓ Yes	☐ No
	(2)	Is the School Pupil Transportation Safety Officer/Cod	ordinator proficient in perfor	ming assigned duties?	✓ Yes	☐ No
		(a) Are duties performed in conformance with HPM Safety Manual?	82.4, School Pupil and Fari	m Labor Transportation	☑ Yes	□No
	(3)	Who is the alternate School Pupil Transportation Sat	fety Officer/Coordinator?	Officer J. Crowe, #1560	0	
	(4)	Are CHP 100Es, Monthly Activity Report, submitted i	n a timely manner?		√ Yes	☐ No
	(5)	Is program time properly justified?			√ Yes	☐ No
		(a) How much time is allotted? Full time				
		(b) Is time sufficient to meet departmental objective	s?		√ Yes	☐ No
		(c) Is the time expended within the Area's allotment	?		√ Yes	☐ No
C.	ls r su	responsibility for supervision of the School Pupil Trans pervisor?	portation Safety Program as	ssigned to a specific	√ Yes	☐ No
	(1)	Does the supervisor have adequate knowledge of the	functions of the Area progr	ram?	√ Yes	□ No
(	(2)	Does the supervisor have a copy of HPM 82.4, School manual?	ol Pupil and Farm Labor Tra	nsportation Safety	✓ Yes	□No
(	(3)	Is he/she aware of the officer/coordinator's workload?			☑ Yes	☐ No
(	(4)	Does the supervisor review CHP 100Es, Monthly Acti	vity Report, submitted by th	e officer/coordinator?	√ Yes	☐ No
d. \	Wha Atte	at training has the School Pupil Safety Transportation inded In-Service Training classes? Have a thorough, p	Safety Officer/Coordinator horactical knowledge of:	nad? All related school b	us issues.	
(	1)	Departmental policy relating to the School Pupil Safet	y Transportation Safety Pro	gram?	☑ Yes	☐ No
(	2)	School bus driver certification?			☑ Yes	☐ No
(	3)	School bus accident investigation?			☑ Yes	☐ No
(4	4)	School bus reinspection?			✓ Yes	☐ No
	5)	School bus routes and stops?			✓ Yes	☐ No

STATE OF CALIFORNIA A HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION

WHEN MINIMOCKETT PAREONTS	21
SPECIAL FUNCTIONS	
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		(a) To the dystem adequate:	☑ Yes	∐ No
		Has a system been implemented which will ensure maintenance of the chain of possession for evidence?  (a) Is the system adequate?	✓ Yes	□ No
	-	(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	☑ Yes	□ No
		Does the supervisor fully understand his/her responsibilities?	√ Yes	☐ No
b.	Man		☑ Yes	□No
	-	Who is the evidence/property supervisor? Sgt. K. Van Orsdel, #12118		
	(2)	Has an alternate for this position been assigned?	☑ Yes	☐ No
	(1)	Who has been assigned by the commander as the evidence/property officer? Officer S. Emmons, #	<sup>‡</sup> 9837	
a.	Has	the Area commander demonstrated an interest in the proper control of evidence and property?	√ Yes	□ No
. EV	IDEN	NCE/PROPERTY CONTROL  EVALUATED ACTION REQUIRED NO	CORRECTED	
i.	Do 1 viola	field officers take appropriate enforcement and follow-up action for observed school pupil safety related ations?	☑ Yes	□No
	(2)	How many approved stops exist in the Area? 27	*********	
	(1)	Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	✓ Yes	□ No
h.	Are	hazardous routes or stops reported in writing to the governing board of the school district?	✓ Yes	□ No
		(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	☑ Yes	☐ No
	(3)	Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	√ Yes	☐ No
	(2)	Are appropriate special coding made on all school bus investigations?	√ Yes	□No
	(1)	Are follow-up investigations conducted when appropriate?	✓ Yes	No
g.		es the School Pupil Safety Transportation Officer conduct on-scene investigations?	✓ Yes	□ No
	(8)	Is the school bus transportation supervisor advised of any additional training needs?	✓ Yes	 ☐ No
	(7)	Are driving errors discussed with the applicant?	✓ Yes	□ No
	(6)	Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	✓ Yes	No
	(5)		<u>v</u> 163	
,	(4)		Y Yes	□ No
	(3)		✓ Yes	□ No
	(2)		<u>V</u> 165	
_	_	Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	✓ Yes	□ No
f.		there a sound procedure for scheduling and administering written tests?	√ Yes  √ Yes	□ No
	-	Is he/she aware of the technical assistance available from Commercial Vehicle Section?		□ No
е	. Do	pes the officer/coordinator coordinate activities and information with adjacent Areas?	✓ Yes	(The

# AREA MANAGEMENT EVALUATION

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(3)	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	✓ Yes	□ No
(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	☑ Yes	No
(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	☑ Yes	No
	(a) Are entered items canceled when the property is no longer in CHP possession?	√ Yes	
(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	☑ Yes	☐ No
c. Hav	e procedures been examined for retaining and disposing of:		
(1)	Evidence.	√ Yes	No
(2)	Property.	✓ Yes	No
(3)	Weapons.	✓ Yes	□ No
(4)	Controlled substances.	✓ Yes	□ No
(5)	Alcoholic beverages.	✓ Yes	No
(6)	License plates.	✓ Yes	□ No
(7)	Money.	√ Yes	No
d. Has Sec	unclaimed property of value been picked up by the Department of General Services, Material Services ion, for storage and disposal after it has been held for 30 days?	☑ Yes	□ No
(1)	Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	✓ Yes	No
	the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	√ Yes	☐ No
(1)	Is the system adequate?	✓ Yes	No
(2)	s there a suspense system?	☑ Yes	□ No
(3)	Are all items properly identified?	✓ Yes	☐ No
(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	√ Yes	□ No
	a) Do Area records compare accurately with court records?	✓ Yes	□ No
f. Are p	eriodic audits completed to ensure integrity of the property system?	✓ Yes	□ No
(1) H	Has a semiannual audit of the property system been conducted?	✓ Yes	□ No
(2) H	lave audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	✓ Yes	□ No
	Have more frequent audits been conducted in identified problem areas?	✓ Yes	□ No
j. Have	inventories been conducted periodically to ensure integrity of the system?	✓ Yes	□ No
n. Is sec	urity adequate?	☑ Yes	□ No
(1) is	a security log maintained in the property room?	✓ Yes	□ No
(8	a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	✓ Yes	□ No
(t	Has the evidence/property officer or supervisor been present with everyone entering the room?		
<u>-</u>	, 1, 1	☑ Yes	☐ No

# AREA MANAGEMENT EVALUATION

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SPECIAL FUNCTIONS	
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	(2)	How many sets lockers?	s of keys are there to t	he evidence/property r	oom and the tempora		wo	
		(a) Is the distr	ribution of the keys acc	cording to policy?		THE STREET	☑ Yes	☐ No
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(3)	Is the evidence	e/property officer other	than the court officer?			√ Yes	☐ No
		(a) Is the evid	ence/property officer of	ther than a field office	r or an officer involve	d in collecting evidence?	☑ Yes	☐ No
	(4)	Is the property	room accessible by re	pair/maintenance pers	onnel?		Yes	☑ No
		(a) Is the room	n accessible by repair/	maintenance personn	el?		☐ Yes	☑ No
		(b) Is there a f	false ceiling?				Yes	☑ No
		(c) Are door hi	inges on the inside of	the room?			Yes	☑ No
		(d) Are any ite	ms which require acce	ess by other than the e	vidence/property offic	per stored in the room?	Yes	☑ No
		(e) Does Area	's property room meet	all requirements outlin	ned in HPM 70.1, Evic	lence Manual?	☐ Yes	☑ No
		(If not, have	e steps been initiated	to correct the problem	?)		Yes	☑ No
	(5)	Are pass-throug	gh type temporary stor	age lockers secured fr	om the inside to prev	ent entry?	☐ Yes	☑ No
		(a) Is evidence	e left in these lockers for	or no more than one d	ay?		Yes	☐ No
	(6)	Is Area knowled with packages c	Igeable of investigator containing controlled si	y requirements in the oubstances?	event of any instance	of suspected tampering	√ Yes	☐ No
		(a) Have any ir	nternal investigations b	peen initiated by Area	for any such incidents	5?	Yes	☑ No
i. C	)LLI	SION INVESTIG	ATION FOLLOW-UP		Yes Yes	ACTION REQUIRED No	CORRECTED	
а.	Doe	the Area have	an Al officer?				☑ Yes	☐ No
b.	Who	is responsible f	or supervising the office	cer? Sgt. K. Van Or	rsdel, #12118			
C.	How	much time is all	ocated to the position	? Full time				
	(1)	s time allocated	sufficient?				√ Yes	☐ No
d.	Doe	the collision inv	vestigation follow-up of	fficer have a job descr	iption?		☑ Yes	☐ No
	(1) !	it current?					√ Yes	☐ No
	(2)	What are the offi	icer's duties? Al revi	ew, assist with hit and	run follow up, Al res	ource for field personnel		
e.	Does	the officer unde	erstand special reporting	ng requirements?			√ Yes	☐ No
f. [	Does	the officer have	training or special qua	lifications that comple	ment the position?		☑ Yes	□ No
g.	ls the	officer available	e to respond to accide	nts to provide technica	al assistance?		✓ Yes	☐ No
h.	Does	the officer iden	tify training needs and	discuss them with his	her supervisor?		√ Yes	☐ No
i. I	Does	the officer prepa	are charts, graphs, or s	statistics that identify p	problem locations for o	deployment purposes?	☑ Yes	☐ No
j. D	oes	he officer have o	other duties, if so, wha	t are they?		W C-	Yes	☑ No
						N		

## AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

COURT LIAISON OFFICER Yes		ACTION REQUIRED	CORRECTED	
a. Does the Area have an officer assigned court liaison du	ties?		✓ Yes	☐ No
b. Who supervises the officer? Sgt. K. Van Orsdel, #121	18			
c. How much time is allocated to the position? Full time				
d. Does the officer have a job description?		A SI VIETA I I I I I I I I I I I I I I I I I I I	√ Yes	☐ No
(1) Is it accurate?	100100000000000000000000000000000000000		√ Yes	No
(2) When was it last revised? July 24, 2007		34 11		
(3) What are the officer's duties? Check in-custodie.	s, liaison with DA's office	& court, coordinate court	activities.	
On rare occasions, review 202/216 reports.				
e. Does he/she have responsibilities for prisoner arraignme	ent?		√ Yes	☐ No
f. Does the officer command respect of his/her peer group'	?	6 x 41	√ Yes	☐ No
g. Is the court officer involved in the DUI Cost Recovery Pr	ogram?		Yes	✓ No
h. Does the officer initiate a CHP 735, Incident Response F	Reimbursement Statement	??	✓ Yes	☐ No
(1) Does the officer(s)' times on the CHP 735 corresponding Field Record?	nd to the times indicated o	n his/her CHP 415, Daily	☑ Yes	☐ No
(2) Does the officer(s) maintain a log?			√ Yes	☐ No
(3) Does the officer(s) forward the form to Fiscal Manag	ement Section after dispo	sition?	√ Yes	☐ No
i. How may courts are within the Area's jurisdiction? One	;			
j. Does the officer deal with more than one district attorney	s (DA) office?		Yes	✓ No
k. Does the officer have other duties?			☑ Yes	☐ No
(1) If so, what are the other duties? Assists VIN and S	pecial Investigations Offi	cers.		
ASSET FORFEITURE (AF) OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED	
Does the Area have an officer assigned as AF coordinate	Yes	No	✓ Yes	☐ No
b. Does the officer have current job description?			✓ Yes	□ No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual	?		✓ Yes	□ No
d. Is Area coordinator logging AF cases separate from evide		· · · · · · · · · · · · · · · · · · ·	✓ Yes	□ No
e. Is there a process in place to ensure proper disposition of			✓ Yes	□ No
f. Does Area's log agree with the Field Services Section (FS			✓ Yes	□ No
(1) If not, why not?	,		[X] 169	[
g. Is the disposition of cases supported by documentation su distribution memorandum?	uch as arrest reports, cour	t order, and AF	☑ Yes	☐ No

# AREA MANAGEMENT EVALUATION

# SPECIAL FUNCTIONS

h.	. Has the Area seized any vehicles under AF?			✓ Yes	☐ No
	(1) If so, does the AF coordinator know where the vehicles a	re located and their	current disposition?	√ Yes	□No
i.	Is the Franchise Tax Board notified of all seizures valued at \$	5,000 or more?		√ Yes	☐ No
j.	Does the AF coordinator complete a misscreen 50?		☑ Yes	☐ No	
k.	Does Area notify Division of all vehicle/boat/plane seizures?			✓ Yes	☐ No
l.	Is Fleet Operations Section notified?			√ Yes	☐ No
m.	. Are all vehicles stored safely and properly protected from incl	lement weather?		√ Yes	☐ No
n.	Are large sums of cash, jewelry, and other small items of value for safekeeping?	e stored in a safety (	deposit box at a local bank	☑ Yes	☐ No
0.	Are large sums of cash deposited in a departmental interest-b	earing bank accoun	t designated for AF?	√ Yes	☐ No
p.	What is the procedure in handling monetary AF awards (check	ks from the DA)?	Listed below (q.).		
q.	Is the check remitted to the Area's cashier for transmittal to Fis notifications to FSS and the Division AF coordinator?	scal Management Se	ection with proper	☑ Yes	□ No
. SP	PECIALIZED VEHICLES	EVALUATED Yes	ACTION REQUIRED	CORRECTED	
a.	Operation and Inspection				
	(1) Is there an officer assigned to oversee the operation of sp	ecialized vehicles w	ithin the Area?	√ Yes	☐ No
	(a) Who supervises the officer(s)? Sergeant K. Van Or	sdel, #12118			
	(b) How much time is allocated? Full time				
	(2) Does the officer have a job description?			√ Yes	☐ No
	(a) Is it accurate?			√ Yes	☐ No
	(b) When was it last revised? July 24, 2007				
	(3) Do officers understand policy concerning permits, licensing specialized vehicles?	g, inspections, and r	egulations pertaining to	√ Yes	☐ No
(	(4) Tow Trucks				
	(a) Is the Area in compliance with HPM 81.2, Vehicle Procoperation of tow trucks?	cedures Manual, Ch	apter 7, concerning	☑ Yes	□No
	(b) Do files contain current contracts and inspection forms	s?		✓ Yes	☐ No
	(c) Are there any recent complaints?			Yes	☑ No
	(d) Are complaints documented on the CHP 240, Complain Supplement?	nt Investigation, and	I CHP 556, Narrative	Yes	☑ No
	(e) Who is responsible for inspections? Officer D. Field	ls, #11133			
	(f) Does an officer occasionally conduct a random inspection process?	ion to ensure the inte	egrity of the inspection	☑ Yes	□ No
	(g) Is there evidence that discrepancies are promptly corre	ected?		✓ Yes	☐ No

#### AREA MANAGEMENT EVALUATION

P 453Q (Re	ev. 6-06) OPI 009		
(h	) Who conducts annual tow meetings? Tow officer		
	1 Does the commander attend?	√ Yes	_ N
	2 Is an agenda prepared?	√ Yes	
	3 Are minutes prepared and circulated for review?	Yes	 ☑ N
	4 When was the last annual meeting? May 21, 2007		
(i)	Are rotation and sector assignment procedures clearly established?	√ Yes	
(j)	How are road patrol officers notified of suspensions or removal of a tow truck company rotation tow list?	from the	
	Briefing items.		
(k)	Do road patrol officers take appropriate enforcement action for observed violations by operators?	tow truck	
(5) An	nbulances		
(a)	Who is responsible for overseeing the operation of ambulances within the Area?	Tow officer	
(b)	Is the officer familiar with licensing, permits, and inspections as noted in the Licenses Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	and Permits ☑ Yes	
(c)	Are ambulances periodically inspected to verify compliance with the California Vehicle Title 13, California Code of Regulations?	Code and ☑ Yes	No
(d)	Are complaints received at Area investigated and documented?	√ Yes	□ No
(e)	If ambulances are removed from service, is there any branch of county government the requests notification?	at Yes	☑ No
	1 If so, how is this done?		
(f)	Are ambulance inspection forms in file current?		
	nored Vehicles	☑ Yes	☐ No
(a)			
(b)	What impact on the Area workload do these inspections have?	Yes	☑ No
(7) Auth	horized Emergency Vehicles (AEV)		
(a)	Other than ambulances, inspection of AEVs will normally be limited to privately owned f equipment. Do initial and renewal inspections create any significant workload on the Ar	fire fighting Yes	☐ No
ALIFORN ROGRAN	NIA RESIDENT FOREIGN REGISTRATION (CRFR) No No No	EQUIRED CORRECTED	

STATE OF CALIFORNIA CONTRACT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

					THE RESERVE AND ADDRESS OF THE PARTY OF THE
	If the Department currently has an active CRFR program, doe attempts by California residents to avoid payment of licensing	es the Area have a and registration fo	n officer assigned to investiga ees due in California?	ite	☑ No
	(1) Who supervises the officer? N/A				
	(2) Is sufficient time allocated for this program?			☐ Yes	☐ No
	(3) Does the officer have a job description?			Yes	☐ No
	(a) Is it accurate?			☐ Yes	☐ No
b.	Does the Area program follow the guidelines in the Registration	on Enforcement Ma	inual, HPM 82.5, Chapter 3?	☐ Yes	☐ No
С.	Are suspected violations documented on Registration 69 forms Registration Compliance Unit?	s locally processed	d, or sent to the DMV	Yes	☐ No
	(1) If locally processed, are CHP 215s, Notice to Appear, issuregistration is due?	ued when it is esta	blished that California	☐ Yes	☐ No
d.	Is the CRFR officer aware that the rules of evidence pertaining of this type?	to search and sei	zure apply to violations	☐ Yes	☐ No
e.	Does the Area report significant statistics to Division by comm-	-net by the 10th of	each month?	☐ Yes	□ No
f.	Does the degree of compliance gained or the actual revenue continuance?	collected as a resu	t of the program justify its	☐ Yes	☐ No
1. G	ENERAL SUPPORT	Yes Yes	ACTION REQUIRED NO	CORRECTED	
a.	Is an officer assigned to general support including violation cle	arance and counte	er officer?	√ Yes	□ No
b.	What additional duties does he/she perform? Coordinate	ation of overtime o	ontracts and assignments with	ı Administrati	ve
C.	Is there a job description?			√ Yes	☐ No
	(1) Is it accurate?			☑ Yes	☐ No
	(2) When was it last revised? July 24, 2007			-	
d.	How much time is allocated to this position? Full time				
е.	With minimal instruction, could this position be handled by limit	ed duty personnel	?	☐ Yes	☑ No
	REA TRAINING OFFICER	Yes	ACTION REQUIRED No	CORRECTED	
а.	Does the Area have an officer assigned as the Area training offi	icer?		☑ Yes	☐ No
b.	How much time is allocated to this position? Full time				
	Who supervises the officer? Sergeant K. Van Orsdel, #121	18			
	Does the officer have a job description?			√ Yes	□ No
	1) When was it last revised? July 24, 2007				
-	Does the officer command the respect of his/her peers?			☑ Yes	☐ No
f. 1	Ooes the officer have the support of the supervisors?			☑ Yes	☐ No
D AESC	(Pay 6.06) Page 44				

#### **IREA MANAGEMENT EVALUATION**

	CIAL FUNCTIONS 153Q (Rev. 6-06) OPI 009				
g.	What training has been provided to the officer? Department	ntal training, training fro	om allied agencies, and	d outside sour	ces with
	speciality skills.				
h.	Has he/she been trained as a Department instructor?			☐ Yes	☑ No
——— і.	Is the officer certified as an officer safety training instructor?	A STATE OF THE STA	+ + - · · · · · · · · · · · · · · · · ·	☑ Yes	☐ No
j.	Has he/she attended the Department's weapons/range officer tra	aining?		√ Yes	☐ No
k.	Is the officer qualified to train employees to use tactical rifles?			☑ Yes	☐ No
1.	Is the officer a CPR instructor?			☑ Yes	☐ No
m.	What role does the officer have in developing and/or presenting	Area training programs	? The trainin	g officer deve	elopes,
	prepares and conducts all training for Area personnel.				
					· · · · · · · · · · · · · · · · · · ·
n.	Does the officer keep Area informed of officers deficient in training	ng or those who have su	perior performance?	☑ Yes	□ No
ο.	Does the officer assist in critiquing pursuits, legal intervention, sh	nootings and other unus	ual incidents?	☑ Yes	☐ No
p.	Does the officer assist in reviewing injuries to personnel resulting	from arrest situations?		☑ Yes	☐ No
q.	. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?				☐ No
г.	Is the officer responsible for performing range maintenance?			√ Yes	☐ No
S.	What other duties or assignments does the training officer have?	Range maste	r.		
3. L	MITED DUTY	EVALUATED Yes	ACTION REQUIRED No	CORRECTED	
a.	Does the Area currently have limited duty personnel assigned?		1.50	✓ Yes	☐ No
	(1) What are their classifications, and what duties are they assign	gned? Field of	ficers. Review collisi	on reports/inv	vestigations
	various administrative assignments, assist court officer and F	ront Desk Officer.			
b.	Are duties being performed consistent with the duties and limitat Limited-Duty Assignment?	ions noted on the CHP	443, Approval of	☑ Yes	☐ No
	(1) Could they be used more efficiently?			☐ Yes	✓ No
C.	If limited duty officers are used to perform special duty tasks, doe road patrol?	es the regular special do	uty officer return to	☐ Yes	☑ No
d.	Are any current assignments in excess of six months?			☐ Yes	☑ No
е.	Do supervisors meet and discuss limited duty assignments with the	he doctors on questions	ble cases?	√ Yes	No

### **AREA MANAGEMENT EVALUATION**

#### **SPECIAL FUNCTIONS**

f.	Are limited duty personnel having public contact appropriately	y attired?		√ Yes	☐ No
4. 3	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED Yes	ACTION REQUIRED NO	CORRECTED	
a.	Does the Area have personnel assigned to special projects or	r tactical operations	5?	√ Yes	☐ No
b.	Is the position full time or on an on-call basis?		A L	☐ Yes	☑ No
c.	If full time, is the assignment for a specified number of weeks	or months?		Yes	☐ No
d.	What are the duties/responsibilities of the officer?	rder Division Mobi	le Field Force		
е.	Who supervises the officer? Division personnel				
f.	How does he/she account for his/her time?  At Area	as directed by Boro	der Division.		
g.	What is the selection criteria for the assignment? Done by	Border Division			
h.	Has the Area member contributed to the success or mission of	of the team or task	orce?	√ Yes	□ No
i.	Where coordination is appropriate with the Division Investigati	ve Services Unit, is	there ongoing discussion		F-30
	regarding activities?			Yes	☑ No
j.	Is there a Memorandum of Understanding (MOU) on file?			☐ Yes	☑ No
k.	Is the special assignment on a reimbursable contract?			☐ Yes	☑ No
	(1) If so, is the contract being followed?			☐ Yes	☐ No

#### 1. GENERAL

- a. The Area presently has 10 full-time special duty positions (SDP's): Public Affairs Officer, Court Liaison Officer, General Support & Watch Officer, Specialized Vehicle/School Pupil and Farm Labor Officer, Vehicle Identification Number (VIN) Officer, Training Officer, Felony Follow-up Officer, Evidence Officer, and two Accident Investigation Review Officers.
- b. Each has a written job description in the Standard Operating Procedure (SOP). All positions have multiple tasks. Most of the job descriptions were revised on July 24, 2007, due to the Evidence Officer position becoming full-time. Support from field personnel is impractical in most cases because the morning and afternoon road patrol shifts are often at or below needed deployment strength.
- c. When a SDP becomes vacant, a briefing item is published soliciting officers who may be interested in the position. Interested candidates are usually interviewed, and then an officer is selected based on the most qualified and personally suited individual for the position. Special Duty positions are not usually coveted by road patrol personnel, so there is usually only a small amount of interested persons.
- d. All SDP personnel are supervised by the Administrative Sergeant. Each SDP officer is evaluated on a monthly basis by the Administrative Sergeant. The means of evaluation is by personal knowledge, feed-back from other supervisors and review of each officer's CHP 100 form. The Administrative Sergeant is familiar with the job tasks of each SDP.
- e. All SDP personnel and the Administrative Sergeant meet regularly to discuss items of mutual concern. The PAO consults with the Area Commander daily. The Administrative Sergeant briefs the Area Commander and Lieutenant about items of interest.

#### 2. VEHICLE THEFT

- a. The Felony Follow-up Officer is responsible for coordinating vehicle theft investigations when extensive follow-up coordination with allied agencies is necessary. The Felony Follow-up Officer follows up on leads through informants, citizens, Area officers, investigative counterparts from allied agencies and other various sources.
- b. In any case requiring extensive or complex follow-up, the Felony Follow-up Officer or any Area Sergeant will consult or refer the case to the Border Division Investigative Services Unit.

c. The Area utilizes the Department's 10851 award program. The program is understood thoroughly by Area personnel. The awards are usually presented at quarterly Area training days.

#### 3. VEHICLE IDENTIFICATION NUMBER PROGRAM

- a. The Area's officers are generally familiar with VIN verification issues and 10751 VC procedures. Field personnel refer vehicles with VIN issues that exceed their understanding to the VIN officer.
- b. Officer R. Rodriguez, #13181, is the current VIN officer. He attended a 40 hour VIN training class at the Clark Training Center and was additionally trained by the previous VIN officer. He has an excellent rapport with Border Division vehicle theft personnel and works with them on a regular basis. All inspections are scheduled by him and are conducted in the rear carport, which is inaccessible to the public.
- c. Citizens who call the office for an appointment are first screened and given a choice of available times on the scheduled VIN inspection day. VIN inspections are normally conducted Tuesday through Thursday. Special consideration is occasionally given to those who are unable to come in on those days.
- d. Replacement VIN plates are kept locked in the VIN officer's desk. An inventory is kept on the CHP 97 and 97A. All entries are legible and match the inventory.
- e. The VIN Officer regularly solicits assistance from Border Division auto theft personnel, Border Division Investigative Services Unit, and N.I.C.B.

# 4. SCHOOL PUPIL AND FARM LABOR (SP&FL) TRANSPORTATION SAFETY

- a. The Area Commander and Lieutenant are kept informed of the various aspects of the School Pupil and Farm Labor (SP&FL) Transportation Safety Programs.
- b. The SP&FL Officer is also the Specialized Vehicles Officer. The alternate for the position is Officer Jaime Crowe, #15600. The SP&FL officer is knowledgeable and proficient in all functions required of the position.
- c. The SP&FL officer is supervised by the Administrative Sergeant. He reviews the CHP 100E's which are submitted monthly by the SP&FL officer
- d. The SP&FL officer received Academy training and is thoroughly aware of the resources available such as Commercial Vehicle Section.

- f. School districts contact the Area to schedule written tests, which are conducted each Wednesday by the SP&FL with the assistance of a senior volunteer. There is an adequate supply of driver and first aid tests on hand. The SP&FL officer reviews the test with each applicant. Training needs are discussed with the respective Transportation Director.
- g. The SP&FL officer reviews all school bus collision reports for appropriate coding and final approval.

#### 5. EVIDENCE/PROPERTY CONTROL

- a. Evidence/Property management is the responsibility of the Evidence Officer. Storage space for evidence is very limited. However, some of the large items are placed in a metal storage shed in the rear parking lot. Evidence and property brought into the office is placed into one of seven temporary evidence lockers in the briefing room.
- b. The Area Commander and the Evidence Officer have the only two sets of keys to the evidence room. The Evidence Officer is the only employee who has keys to the temporary storage lockers in the briefing room. There has been no problem with a loss of evidence or property. Once evidence is brought in, the officer places it in a K-PAK plastic envelope or in a paper envelope/bag. A CHP 36 form is completed, reviewed, and signed by a supervisor. Evidence records are locked in the Evidence Officer's files. Old records are locked in the evidence locker. Valuables are safe guarded as per HPM 81.2.
- c. Evidence and property records are secured in the Evidence Officer's office. Once evidence is placed in the temporary locker, only the Evidence Officer has custody from that point on, unless the evidence is transported to the crime lab for analysis. Evidence/Property record files are regularly examined, including a quarterly audit performed by the Administrative Sergeant and the Evidence Officer. Area is online with the San Diego County main frame computer system which allows the Evidence Officer to access court records to determine if court cases have been adjudicated. If a case is adjudicated, evidence is purged accordingly.

The following procedures are followed for retaining and disposing of property and/or evidence:

(1) Evidence help for felony charge purposes may be purged after three years or date of conviction. Evidence held for misdemeanor charges may be purged after one year or after date of conviction. Evidence may be held when a warrant has been issued due to a defendant failing to appear or if the case is still under investigation.

- (2) Letters are mailed to property owners. If there is no response after ninety days, the property is transported to Stores Section in Sacramento, per policy.
- (3) Weapons are disposed of per policy upon receipt of destruction order from the court.
- (4) Both small and large quantities of controlled substances are disposed of through a departmental contract with Southeast Resource Recovery in the city of Long Beach.
- (5) Alcoholic beverages are disposed of locally, but are normally not brought in as evidence or property.
- (6) License plates retained as evidence are returned to DMV when the case is adjudicated. If logged as found property, license plates are returned to DMV.
- (7) Money that cannot be returned to its owner is first converted into a cashier's check and then forwarded to Accounting Section in Sacramento.
- d. Unclaimed property is picked up quarterly by General Services and returned to Stores Section in Sacramento.
- e. The CHP 36 files are audited quarterly.

#### 6. COLLISION INVESTIGATION FOLLOW-UP

a. Area has two Accident Investigation Officer (AIO) positions which are supervised by the Administrative Sergeant. The Area SOP contains a current job description. Both AIO's are very thorough and ensure the Area's reports/investigations are of the best possible quality. The two officers review an average of 360-400 reports/investigations each month. This alone takes most of their time.

Both AIO's have received additional training in accident investigation. They are extremely knowledgeable in regards to the CIM and regularly consult with SWITRS when technical information is needed. The AIO's provide both positive and negative feedback for AI reports/investigations.

#### 7. COURT LIAISON OFFICER (CLO)

- a. The Area has a full-time CLO, who is supervised by the Administrative Sergeant. The CLO position has a job description in the Area SOP. The CLO is responsible for ensuring all arrest reports are reviewed and meet departmental policy and include the necessary information to meet the requirements of the District Attorney. The CLO has the respect of his peers and supervisors. He is highly regarded by personnel at the court and within the Area.
- b. The current CLO is also the Area's asset forfeiture coordinator. The CLO makes all appropriate notifications to allied agencies, including the Narcotics Task Force (NTF) whenever an arrest or seizure meets forfeiture requirements. The CLO notifies Division and obtains an asset forfeiture number from Investigative Services. Seizure funds which have been allocated directly to the Area are handled according to policy.

#### 8. ASSET FORFEITURE (AF) OFFICER

a. The Area's CLO is also the Area's Asset Forfeiture Officer. In calendar year 2007, there were three asset forfeiture cases involving cash and one involving a vehicle. All four cases were handled appropriately, within policy, and were completed. There are no current cases pending.

#### 9. SPECIALIZED VEHICLES

- a. The School Pupil and Farm Labor (SP&FL) Transportation Safety Officer oversees the Specialized Vehicle Program. There is a current job description in the Area SOP.
  - (1) Tow Trucks: The Area is in compliance with HPM 81.2. The SP&FL officer completes complaint investigations made against tow truck operators/drivers by officers and citizens alike on locally devised forms. He occasionally conducts random inspections and ensures discrepancies are promptly corrected. Rotation and sector boundaries have been established. Dispatch is notified of suspensions and officers are briefed as necessary. The SP&FL officer conducts the annual tow meeting.
  - (2) Ambulances: Most ambulances are based with a parent company in San Diego and are not inspected locally.
  - (3) Armored Vehicles: The Area has no armored vehicles within its purview.

#### 10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

The Area currently does not have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registrations fees due in California.

#### 11. GENERAL SUPPORT

- a. In keeping with the increased demands for public services and to bring the Area in-line with Border Division Areas, the Area has an assigned General Support/Watch Officer (GS/WO) position. The GS/WO position is supervised by the Administrative Sergeant and the Area SOP includes a current job description.
- b. The GS/WO provides security for clerical personnel. He also functions as the front desk clearance officer. In addition to his other numerous duties he coordinates all special event and special project overtime, including the COZEEP and MAZEEP overtime programs, and the preparation and coordination of reimbursable service contracts, which are comprised of numerous movies filmed within the Area and sporting events held upon Area roadways.
- c. The GS/WO screens incoming calls for supervisors, the F.O.O. and the Area Commander.

#### 12. AREA TRAINING OFFICER

- a. The Area has a full-time Training Officer (TO), who is under the immediate supervision of the Administrative Sergeant. There is a current job description in the Area SOP. The TO ensures all mandated training is carried out and training records are kept up to date.
- b. The TO schedules and conducts monthly range shoots. He maintains the inventory of all Area weapons and ammunition. He has been trained as a departmental CPR instructor. He has also been trained as a departmental range and weapons officer. He develops, prepares, and conducts the Area's quarterly training days.

#### 13. LIMITED DUTY

a. The Area currently does not have any personnel assigned to limited duty.

### 14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS

a. The Area currently has three officers assigned to the Border Division Mobile Field Force. This assignment is on an on-call basis. The team was only recently established has not yet been deployed. The hours spent on training or deployment will be out of the Area budget. It is not a reimbursable services project.

M. D. BOOTHE, #13225

Sergeant

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

AREA MANAGEMENT EVALUA

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

1	CAPIAID S	sp. —	-> 5/15/08
AREA	DIVISION	NUM	BER
Temecula	Border		
EVALUATED BY	DATE	DATE	
H. Bonilla, #134	04/2	24/2008	

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	SUSPENSE DATE		
☐ Formal Evaluation ☐ Informal Evaluation	05/15/2008	Taran	
FOLLOW-UP REQUIRED Correction Report  Yes No BY 5-24-6	commander's review	1 0.	1.08
1. GENERAL	EVALUATED ACTION REQUIRED  X  YES	CORRECTED	
a. Are special duty assignments minimized?		✓ Yes	☐ No
(1) Is maximum efficiency attained?		☑ Yes	☐ No
(2) Are there any special duty functions which could	be performed by a beat officer or other support person	nel? 🛭 Yes	☐ No
b. Are assigned duties consistent with the job description	n?	Yes	☑ No
(1) Could duties be combined with another special de	uty assignment for efficiency?	Yes	☑ No
(2) Which special duty officers (positions) were inter-	viewed? *General Support; VIN/Salvage Ve	hicle; AI; Court	Evidence;
PAO/School Bus , Training Officer & Asset Forf	feiture.		
c. How are individuals for special duty assignments sele	ected? *Ability to perform specific duties. Sele	cted by the Are	a
Commander.			
(1) Are special duty opportunities open to all officers	?	✓ Yes	☐ No
(2) Does selection contribute to attainment of affirma	ative action goals?	✓ Yes	☐ No
d. Can the special duty supervisor describe the duties ar	nd workload of the special duty personnel?	☑ Yes	☐ No
(1) Upon what criteria are special duty personnel eva	aluated? *Special duty personnel are evaluated?	ed on their effec	ctiveness in
performing required tasks and duties.			
(2) Are special duty officers held accountable for their	ir time and performance?	√ Yes	☐ No
(3) How is the special duty officer's time planned? A	are weekly itineraries provided to the supervisor?	Yes	☑ No
e. Do the commander and management team have an a	active interest in special duty programs?		☐ No
(1) Is time taken by the commander to discuss activit	ties and potential problems?	√ Yes	☐ No
2. VEHICLE THEFT	EVALUATED ACTION REQUIRED NO	CORRECTED	
a. What is the scope of the Area's Vehicle Theft Program	n? *To encourage officers to seek and reco	ver stolen vehic	les and
equipment as referred to in the Department's Stragetic			
b. Are there open lines of communication with the Division		☑ Yes	☐ No
(1) Is the commander aware of how to obtain assistan		☑ Yes	□ No
Company of the second of the s			

# AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

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	(2)	Who is authorized to request assistance from vehicle theft coordinators? *Area Management & S	Supervisors; VI	N Officer.
-				
C.	ls t	he program effective?	☑ Yes	□No
		Vehicle theft recovery goals established?	✓ Yes	☐ No
	(2)	Goals attained?	☑ Yes	☐ No
	(3)	How does the current number of stolen and recovered vehicles compare to prior time periods?	Current stolen a	ınd
		recovery numbers are similar to prior time frames.		
	(4)	Are work hours dedicated to the program appropriate?	√ Yes	☐ No
-	(5)	Do beat officers and supervisors have an interest in the program?	✓ Yes	☐ No
d.	is t	he program supported by district/city attorneys and the courts?	✓ Yes	☐ No
	(1)	Has the program been discussed with them?	√ Yes	☐ No
	(2)	What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges	? Quarte	erly
		meetings with Court Liaison Officer.		
е.	Do	the commander and management team take a personal interest in the program?	✓ Yes	☐ No
		What guidance and direction is provided? *Sergeants and officers are encouraged to aggress	ively seek and 1	recover
		stolen vehicles and equipment. SROVT auto theft scenarios are read and discussed during briefings. In a	ddition, CTIP l	notsheet
	-	information is received from Border Division and disseminated during briefings.		
f.	Are	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	√ Yes	☐ No
	(1)	Do they have an idea of the number of thefts and recoveries in the Area?	√ Yes	☐ No
	(2)	Are they knowledgeable of the Department's Vehicle Theft Program?	☑ Yes	☐ No
		Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	√ Yes	☐ No
		Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	✓ Yes	☐ No
	(5)	Do they give guidance and direction?	√ Yes	☐ No
	(6)	Do they demonstrate an interest in the program?	☑ Yes	☐ No
	(7)	Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	☑ Yes	☐ No
	ls v	ehicle theft education/training provided by Area?	√ Yes	☐ No
		Are training aids used?	☑ Yes	□No
	(2)	Are division vehicle theft coordinators/investigators made available for training?	☑ Yes	☐ No
	(3)	Vehicle theft prevention discussed at briefings?	☑ Yes	☐ No
	(4)		theft trend ana	lysis are
		posted in briefing room. They are also discussed as appropriate during briefings and training days.		

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	(5) Are officers and supervisors proficient in locating and decoding VINs?	☑ Yes	No No
h	n. Have any Area officers earned the Department's 10851 Award?	√ Yes	□ No
	(1) Have any officers qualified for the Master 10851 Award?	✓ Yes	☐ No
	(2) How are awards presented? *During Area training days with managers, supervisors and peers in atte	endance.	
	(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	✓ Yes	☐ No
	(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program	? 🛛 Yes	□No
3. V	VEHICLE IDENTIFICATION NUMBER PROGRAM  VEHICLE IDENTIFICATION NUMBER PROGRAM  X  NO	CORRECTED	
а	. Is the VIN program understood by beat officers?	√ Yes	☐ No
	(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	√ Yes	☐ No
b.	. Who is the assigned VIN officer? *Officer Merritt Griffin, #10953		
	(1) How was he/she trained? *40 hour Academy class and refresher courses given by Border Divisi	on personnel.	
	(a) Is training adequate?	∀es	□No
	(2) Is the VIN officer proficient?	√ Yes	☐ No
	(3) Who is the alternate VIN officer? *Officer Ceballos who has attended a 40 hour vehicle theft course	÷.	
	(4) Are VIN inspections conducted in a secure setting?	☑ Yes	☐ No
	(5) Is Field Support Section used as a resource?	√ Yes	☐ No
C.	What kind of system is in place to control the VIN officer's workload? *A work schedule log is maintained.	d limiting any b	acklog.
	(1) Are VIN assignments/verifications done on an appointment basis?	✓ Yes	☐ No
	(a) Is there an excessive backlog?	Yes	☑ No
		✓ Yes	☐ No
	<ul><li>(b) Is the vehicle owner's convenience a consideration?</li><li>(2) Are field officers and employees having public contact aware of the system used by the VIN officer?</li></ul>	√ Yes	☐ No
	(3) Are associated documents processed promptly and submitted on time?	✓ Yes	☐ No
d.	1 f leave and VINI plotos 2	√ Yes	□No
- u,	(1) Are inventory controls adequate?		☐ No
	(2) Are entries legible?	√ Yes	☐ No
_	(3) Do records match inventories?	√ Yes	□No
	(4) Are required reports accurate and submitted properly?	√ Yes	☐ No
е.	D. W. W. C.	☑ Yes	☐ No

S	PE	CIA	MANAGEMENT EVALUATION L FUNCTIONS ( (Rev. 6-06) OPI 009				
$\stackrel{\smile}{=}$	=	Does the officer/coordinator coordinate activities and information with adjacent Areas?					□No
-		(1)	Is he/she aware of the technical assistance available from Co	ion?	☑ Yes	☐ No	
	f.	is t	there a sound procedure for scheduling and administering writt	en tests?		☑ Yes	☐ No
-		(1)	Are certain days selected for testing so that a maximum num	ber of applicants can b	e tested at one time?	☑ Yes	☐ No
_		(2)	to 1 10 officer with the				
		(3)	Is a proctor present?			☑ Yes	☐ No
-		(4)	Adequate supply of the five variations of both the driver and	first aid tests on hand?		☐ Yes	☑ No
		(5)	Who reviews the tests with the applicants? *School Bus	Officer			
_		(6)	Is the driving test of sufficient scope to provide an adequate	test of knowledge, skill,	and self-control?	☑ Yes	☐ No
-		(7)	Are driving errors discussed with the applicant?			☑ Yes	□ No
		(8)	Is the school bus transportation supervisor advised of any ac	dditional training needs?	•	√ Yes	☐ No
	g.	Do	es the School Pupil Safety Transportation Officer conduct on-s	scene investigations?		☑ Yes	□ No
		(1)	Are follow-up investigations conducted when appropriate?	☑ Yes	☐ No		
-		(2)	Are appropriate special coding made on all school bus inves	tigations?		☑ Yes	☐ No
		(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?					☐ No
			(a) Has the officer/coordinator demonstrated a willingness t	√ Yes	☐ No		
	h.	Are	hazardous routes or stops reported in writing to the governing	g board of the school di	strict?	√ Yes	☐ No
	====	(1)	Are all stops annually reviewed for approval pursuant to the	California Vehicle Code	and Title 13?	√ Yes	☐ No
		(2)	How many approved stops exist in the Area? None. Are	ea does not have approv	ved stops as described i	n 13CCR 123	8(c).
	i.		field officers take appropriate enforcement and follow-up actio ations?	n for observed school p	oupil safety related	☑ Yes	☐ No
5.	EV	IDE	NCE/PROPERTY CONTROL	EVALUATED X	ACTION REQUIRED YES	CORRECTED	
	a.	Has	s the Area commander demonstrated an interest in the proper	control of evidence and	d property?	✓ Yes	☐ No
-		(1)	Who has been assigned by the commander as the evidence	property officer?	*Officer Richard Thu	urston, #1218'	7.
		(2)	Has an alternate for this position been assigned?			☑ Yes	☐ No
		(3)	Who is the evidence/property supervisor? *Sgt Aaron l	Martinez, #13101.			
	b.		es the evidence/property officer have a good understanding of nual?	the requirements of HF	PM 70.1, Evidence	☑ Yes	□ No
		(1)	Does the supervisor fully understand his/her responsibilities?	)		√ Yes	☐ No
-			(a) Does he/she follow the guidelines in HPM 70.1, Evidence	e Manual, regarding au	idits and inventories?	√ Yes	☐ No

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(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?

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☐ No ☐ No

√ Yes

✓ Yes

(a) Is the system adequate?

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# AREA MANAGEMENT EVALUATION

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	e. Do	pes the officer/coordinator coordinate activities and information with adjacent Areas?	☑ Yes	☐ No
	(1)	Is he/she aware of the technical assistance available from Commercial Vehicle Section?	☑ Yes	☐ No
f	. Is	there a sound procedure for scheduling and administering written tests?	☑ Yes	☐ No
	(1)	Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	☑ Yes	☐ No
	(2)	Who administers the test? *School Bus Officer with the assistance of senior volunteers.		
	(3)	is a proctor present?	☑ Yes	☐ No
	(4)	Adequate supply of the five variations of both the driver and first aid tests on hand?	√ Yes	□No
	(5)	Who reviews the tests with the applicants? *School Bus Officer		
	(6)	Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	☑ Yes	☐ No
	(7)	Are driving errors discussed with the applicant?	☑ Yes	☐ No
	(8)	Is the school bus transportation supervisor advised of any additional training needs?	☑ Yes	☐ No
g	. Do	es the School Pupil Safety Transportation Officer conduct on-scene investigations?	☑ Yes	☐ No
	(1)	Are follow-up investigations conducted when appropriate?	☑ Yes	☐ No
	(2)	Are appropriate special coding made on all school bus investigations?	☑ Yes	☐ No
	(3)	Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	√ Yes	☐ No
		(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	☑ Yes	☐ No
h	Are	e hazardous routes or stops reported in writing to the governing board of the school district?	☑ Yes	☐ No
	_			
	(1)	Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	☑ Yes	☐ No
_		Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?  How many approved stops exist in the Area?  None. Area does not have approved stops as described in		
i.	(2) Do	How many approved stops exist in the Area?  None. Area does not have approved stops as described in field officers take appropriate enforcement and follow-up action for observed school pupil safety related		
i.	(2) Do viol	How many approved stops exist in the Area?  None. Area does not have approved stops as described in field officers take appropriate enforcement and follow-up action for observed school pupil safety related	13CCR 123	8(c).
	(2) Do viol	How many approved stops exist in the Area?  None. Area does not have approved stops as described in field officers take appropriate enforcement and follow-up action for observed school pupil safety related lations?  NCE/PROPERTY CONTROL  EVALUATED  X  YES	13CCR 123	8(c).
	(2) Do viol VIDE Has	How many approved stops exist in the Area?  None. Area does not have approved stops as described in field officers take appropriate enforcement and follow-up action for observed school pupil safety related lations?  NCE/PROPERTY CONTROL  EVALUATED  X  YES	☐ Yes  CORRECTED  ☐ Yes	8(c).
	(2) Do viol VIDE Has	How many approved stops exist in the Area?  None. Area does not have approved stops as described in field officers take appropriate enforcement and follow-up action for observed school pupil safety related lations?  NCE/PROPERTY CONTROL  Sthe Area commander demonstrated an interest in the proper control of evidence and property?  Who has been assigned by the commander as the evidence/property officer?  *Officer Richard Thurs	☐ Yes  CORRECTED  ☐ Yes	8(c).
	(2) Do viol VIDE Has (1)	How many approved stops exist in the Area?  None. Area does not have approved stops as described in field officers take appropriate enforcement and follow-up action for observed school pupil safety related lations?  NCE/PROPERTY CONTROL  Sthe Area commander demonstrated an interest in the proper control of evidence and property?  Who has been assigned by the commander as the evidence/property officer?  *Officer Richard Thurs	☐ Yes  CORRECTED  ☐ Yes  Ston, #12187	8(c).
	(2) Do viol Has (1) (2) (3) Doe	How many approved stops exist in the Area?  None. Area does not have approved stops as described in field officers take appropriate enforcement and follow-up action for observed school pupil safety related lations?  NCE/PROPERTY CONTROL  Sthe Area commander demonstrated an interest in the proper control of evidence and property?  Who has been assigned by the commander as the evidence/property officer?  *Officer Richard Thurs:  Has an alternate for this position been assigned?  Who is the evidence/property supervisor?  *Sgt Aaron Martinez, #13101.	☐ Yes  CORRECTED  ☐ Yes  Ston, #12187	8(c).
a.	(2) Do viol VIDE Has (1) (2) (3) Doe Man	How many approved stops exist in the Area?  None. Area does not have approved stops as described in field officers take appropriate enforcement and follow-up action for observed school pupil safety related lations?  NCE/PROPERTY CONTROL  State Area commander demonstrated an interest in the proper control of evidence and property?  Who has been assigned by the commander as the evidence/property officer?  Who is the evidence/property supervisor?  *Sgt Aaron Martinez, #13101.  Set the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence mual?	☐ Yes  CORRECTED  ☐ Yes  Ston, #12187	8(c).  No No No
a.	(2) Do viol VIDE Has (1) (2) (3) Doe Man	How many approved stops exist in the Area?  None. Area does not have approved stops as described in field officers take appropriate enforcement and follow-up action for observed school pupil safety related lations?  NCE/PROPERTY CONTROL  EVALUATED  X  YES  s the Area commander demonstrated an interest in the proper control of evidence and property?  Who has been assigned by the commander as the evidence/property officer?  Who is the evidence/property supervisor?  *Sgt Aaron Martinez, #13101.  es the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence nual?  Does the supervisor fully understand his/her responsibilities?	☐ Yes  CORRECTED  ☐ Yes  Ston, #12187	8(c).  No No No
a.	(2) Do viol VIDE Has (1) (2) (3) Doe Man	How many approved stops exist in the Area?  None. Area does not have approved stops as described in field officers take appropriate enforcement and follow-up action for observed school pupil safety related lations?  NCE/PROPERTY CONTROL  Step Action Required YES  Sthe Area commander demonstrated an interest in the proper control of evidence and property?  Who has been assigned by the commander as the evidence/property officer?  *Officer Richard Thurs:  Has an alternate for this position been assigned?  Who is the evidence/property supervisor?  *Sgt Aaron Martinez, #13101.  set the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence nual?  Does the supervisor fully understand his/her responsibilities?  (a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	☐ Yes  CORRECTED  ☐ Yes  Ston, #12187  ☐ Yes  ☐ Yes  ☐ Yes  ☐ Yes	8(c).  No No No No

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# AREA MANAGEMENT EVALUATION

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	(3)	to the series of	Yes	☑ No
	(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	✓ Yes	☐ No
	(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	☑ Yes	☐ No
		(a) Are entered items canceled when the property is no longer in CHP possession?	☑ Yes	☐ No
	(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	☑ Yes	☐ No
C.	Ha	ve procedures been examined for retaining and disposing of:		
	(1)	Evidence.	√ Yes	☐ No
	(2)	Property.	☑ Yes	□ No
	(3)	Weapons.	√ Yes	□ No
	(4)	Controlled substances.	✓ Yes	☐ No
	(5)	Alcoholic beverages.	✓ Yes	☐ No
	(6)	License plates.	☑ Yes	☐ No
	(7)	Money.	√ Yes	☐ No
d.	Ha: Sed	s unclaimed property of value been picked up by the Department of General Services, Material Services ction, for storage and disposal after it has been held for 30 days?	√ Yes	☐ No
	(1)	Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	√ Yes	No
e.	Has	s the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	√ Yes	☐ No
	(1)	Is the system adequate?	☑ Yes	☐ No
	(2)	Is there a suspense system?	√ Yes	☐ No
	(3)	Are all items properly identified?	☑ Yes	☐ No
	(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	☑ Yes	☐ No
		(a) Do Area records compare accurately with court records?	√ Yes	☐ No
f.	Аге	periodic audits completed to ensure integrity of the property system?	☑ Yes	☐ No
	(1)	Has a semiannual audit of the property system been conducted?	☑ Yes	☐ No
	(2)	Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	√ Yes	☐ No
		(a) Have more frequent audits been conducted in identified problem areas?	Yes	☑ No
g.	Hav	ve inventories been conducted periodically to ensure integrity of the system?	☑ Yes	☐ No
h.	_	ecurity adequate?	☑ Yes	☐ No
	(1)	Is a security log maintained in the property room?	☑ Yes	☐ No
		(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	☑ Yes	□No
		(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	☑ Yes	□No

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# AREA MANAGEMENT EVALUATION

CHP 453Q	/Pay	6-06)	OPI	nno
CHP 453U	(Rev.	0-00)	OPI	UUS

	(2)		www.many sets of keys are there to the evidence/property rockers?	oom and the temporary	evidence storage *2	2 - Captain & E	vid Offer
-		(a)	Is the distribution of the keys according to policy?			√ Yes	□ No
	(3)	ls t	Is the evidence/property officer other than the court officer?			Yes	☑ No
-		(a)	Is the evidence/property officer other than a field office	r or an officer involved i	n collecting evidence?		□ No
	(4)		he property room accessible by repair/maintenance pers			Yes	☑ No
		(a)	Is the room accessible by repair/maintenance personne	el?		Yes	☑ No
		(b)	Is there a false ceiling?			Yes	☑ No
		(c) Are door hinges on the inside of the room?			√ Yes	☐ No	
-		(d) Are any items which require access by other than the evidence/property officer stored in the re				Yes	☑ No
-	(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?						□ No
			(If not, have steps been initiated to correct the problem	?)		Yes	☐ No
	(5)	Are	pass-through type temporary storage lockers secured fr	om the inside to prever	nt entry?	√ Yes	☐ No
		(a)	Is evidence left in these lockers for no more than one d	ay?		✓ Yes	☐ No
	(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?						□No
		(a)	Have any internal investigations been initiated by Area	for any such incidents?		Yes	☑ No
6. C	OLLI	SIO	N INVESTIGATION FOLLOW-UP	EVALUATED X	ACTION REQUIRED NO	CORRECTED	
a.			e Area have an Al officer?		110	✓ Yes	☐ No
-	-		responsible for supervising the officer? *Captain and I	Lieutenant			
	_	-	ch time is allocated to the position? *40 hours per wee				
			me allocated sufficient?			✓ Yes	□No
			e collision investigation follow-up officer have a job descri	ription?		✓ Yes	☐ No
		_	current?			✓ Yes	☐ No
			at are the officer's duties? *Coordinate follow-up with	other CHP areas and M	AIT when necessary.	Also soundex	information
		_	at are the officer's dates? Coordinate form up with a there and letters are sent out to Hit & Run suspects.				
е.			e officer understand special reporting requirements?			√ Yes	☐ No
f.		_	officer have training or special qualifications that comple	ement the position?		✓ Yes	□No
g.			ficer available to respond to accidents to provide technic			√ Yes	☐ No
h.			e officer identify training needs and discuss them with hi			√ Yes	☐ No
i.			e officer prepare charts, graphs, or statistics that identify		leployment purposes?	√ Yes	☐ No
j.			officer have other duties, if so, what are they?			✓ Yes	☐ No
			te Tow Officer; Alt PAO; Alt Asset Forfeiture Officer; a	augments beats as well	as assisting with Front	Counter dutie	
		-					

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# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

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. c	COURT LIAISON OFFICER X YES	CONNECTED							
а.	Does the Area have an officer assigned court liaison duties?	☑ Yes	☐ No						
b.	Who supervises the officer? *Sgt Aaron Martinez								
C.	How much time is allocated to the position? *32 hours per week assigned as Liaison Officer and 8 hours dedicated for Evidence.								
d.	Does the officer have a job description?	√ Yes	☐ No						
	(1) Is it accurate?	√ Yes	□No						
	(2) When was it last revised? *December 2007; located on Court Liaison Officer's desk.								
	(3) What are the officer's duties? *Responsible for filing Area arrest reports with local courts; liaison responsibilities with District								
	Attorney's office and courts. Arrest warrant declaration completion, case disposition updates.								
e.	Does he/she have responsibilities for prisoner arraignment?	√ Yes	☐ No						
f.	Does the officer command respect of his/her peer group?	✓ Yes	☐ No						
g.	Is the court officer involved in the DUI Cost Recovery Program?	☑ Yes	☐ No						
h.	Does the officer initiate a CHP 735, Incident Response Reimbursement Statement?	Yes	☑ No						
	(1) Does the officer(s)' times on the CHP 735 correspond to the times indicated on his/her CHP 415, Daily Field Record?	☑ Yes	□No						
	(2) Does the officer(s) maintain a log?	Yes	☑ No						
	(3) Does the officer(s) forward the form to Fiscal Management Section after disposition?	Yes	☐ No						
i.	How may courts are within the Area's jurisdiction? *(3) Hemet, Temecula and Southwest Justice Center.								
j.	Does the officer deal with more than one district attorney's (DA) office?	Yes	☑ No						
k.	Does the officer have other duties?	☑ Yes	☐ No						
	(1) If so, what are the other duties? *Evidence Officer, PAS Program, EMR/EMT bag maintenance; EPAS	Program; Uni	form Crim						
	Report preparation; DRE statistics; Vehicle Theft Report; Ammunition inventory; shift augmentation when	en required.							
A	SSET FORFEITURE (AF) OFFICER  EVALUATED  X  ACTION REQUIRED  NO	CORRECTED							
a.	Does the Area have an officer assigned as AF coordinator?	✓ Yes	☐ No						
b.	Does the officer have current job description?	√ Yes	☐ No						
_	Is he/she familiar with HPM 81.5, Drug Programs Manual?	√ Yes	□No						
d.	Is Area coordinator logging AF cases separate from evidence?	√ Yes	☐ No						
_	Is there a process in place to ensure proper disposition of AF items?	√ Yes	☐ No						
-	Does Area's log agree with the Field Services Section (FSS) and Division log?	√ Yes	☐ No						
	(1) If not, why not?								
g	Is the disposition of cases supported by documentation such as arrest reports, court order, and AF distribution memorandum?	☑ Yes	☐ No						

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#### AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

	453	Q (Rev. 6-06) OPI 009		
1	h. H	las the Area seized any vehicles under AF?	Yes	☑ No
	(1	1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	Yes	☐ No
i	i. Is	the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	√ Yes	☐ No
j	D	oes the AF coordinator complete a misscreen 50?	✓ Yes	☐ No
ŀ	k. D	oes Area notify Division of all vehicle/boat/plane seizures?	✓ Yes	☐ No
1	. Is	Fleet Operations Section notified?	✓ Yes	☐ No
r	n. A	Are all vehicles stored safely and properly protected from inclement weather?	✓ Yes	☐ No
r		re large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local ban or safekeeping?	k 🗌 Yes	☑ No
C	) A	re large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	☐ Yes	☑ No
ŗ	o. W	What is the procedure in handling monetary AF awards (checks from the DA)?  Disbursement and	l closing memora	ndums are
	CO	ompleted for AF file.		
q	ı. Is	the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper otifications to FSS and the Division AF coordinator?	☑ Yes	☐ No
. 8	SPEC	CIALIZED VEHICLES EVALUATED X YES	CORRECTED	
a	ı. O	peration and Inspection		-
	(1		√ Yes	∐ No
		(a) Who supervises the officer(s)? Captain Jungers, #9924 and Lieutenant Brunette, #10641		
		(b) How much time is allocated? As necessary.		
	(2)	) Does the officer have a job description?	Yes	☑ No
		(a) Is it accurate?	Yes	☑ No
		(b) When was it last revised?		
	(3)	) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	√ Yes	□ N=
-		Specialized vernoiss:	[K] 162	☐ No
_	(4)	) Tow Trucks	[V] Tes	NO
_	(4)		√ Yes	□ No
	(4)	) Tow Trucks  (a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning		
	(4)	Tow Trucks  (a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	☑ Yes	□No
	(4)	<ul> <li>(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?</li> <li>(b) Do files contain current contracts and inspection forms?</li> </ul>	☑ Yes ☑ Yes	☐ No
	(4)	<ul> <li>(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?</li> <li>(b) Do files contain current contracts and inspection forms?</li> <li>(c) Are there any recent complaints?</li> <li>(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative</li> </ul>	✓ Yes ✓ Yes ☐ Yes ✓ Yes	□ No □ No □ No
	(4)	<ul> <li>(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?</li> <li>(b) Do files contain current contracts and inspection forms?</li> <li>(c) Are there any recent complaints?</li> <li>(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?</li> </ul>	✓ Yes ✓ Yes ☐ Yes ✓ Yes	□ No □ No □ No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### ARÉA MANAGEMENT EVALUATION

## SPECIAL FUNCTIONS CHP 453Q (Rev. 6-06) OPI 009

,	equipment. Do initial and renewal inspections create any significant workload on the Area?	Yes	✓ No
(7) Aı	chorized Emergency Vehicles (AEV)  Other than ambulances, inspection of AEVs will normally be limited to privately owned fire fighting		
	the Area. Accordingly, hispections have not been requested.		
(b	What impact on the Area workload do these inspections have? *There are currently no armonthe Area. Accordingly, inspections have not been requested.	- Tomolog D	
	Area?	Yes red vehicles b	
	nored venicles  Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the	□ V <sub>2</sub> -	 ☑ N
(f) (6) (l)	Are ambulance inspection forms in file current?  nored Vehicles		
		☑ Yes	N
	1 If so, how is this done?		
(€	If ambulances are removed from service, is there any branch of county government that requests notification?	Yes	☑ N
(0	Are complaints received at Area investigated and documented?	√ Yes	□N
(0	Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?	Yes	☑ N
(t	Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	☑ Yes	□ N
(;	Who is responsible for overseeing the operation of ambulances within the Area? *Officer Ce		
	nbulances  *Officer Ce	hallos	
(i	Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	☑ Yes	□ N
	*Notification is made by the Tow Officer who prepares a briefing item.		
Ü	How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?		
(i	Are rotation and sector assignment procedures clearly established?	√ Yes	□ No
	4 When was the last annual meeting? *June 2007		
	3 Are minutes prepared and circulated for review?	✓ Yes	□N
	2 Is an agenda prepared?	√ Yes	N
	1 Does the commander attend?	√ Yes	

#### STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

CHP 4	453Q (Rev. 6-06) OPI 009				
a.	If the Department currently has an active CRFR program, does t attempts by California residents to avoid payment of licensing ar	he Area have an office nd registration fees due	r assigned to investigate in California?	Yes	☑ No
	(1) Who supervises the officer? *See attached narrative.				
	(2) Is sufficient time allocated for this program?			Yes	□ No
	(3) Does the officer have a job description?			Yes	☐ No
	(a) Is it accurate?			Yes	☐ No
b.	Does the Area program follow the guidelines in the Registration	Enforcement Manual, H	HPM 82.5, Chapter 3?	Yes	☐ No
C.	Are suspected violations documented on Registration 69 forms le Registration Compliance Unit?	ocally processed, or se	nt to the DMV	Yes	□ No
	(1) If locally processed, are CHP 215s, Notice to Appear, issued registration is due?	d when it is established	that California	Yes	□No
d.	Is the CRFR officer aware that the rules of evidence pertaining to of this type?	search and seizure ap	oply to violations	Yes	□No
e.	Does the Area report significant statistics to Division by comm-ne	et by the 10th of each r	nonth?	Yes	☐ No
f.	Does the degree of compliance gained or the actual revenue col continuance?	lected as a result of the	program justify its	Yes	□No
1. G	ENERAL SUPPORT	EVALUATED X	ACTION REQUIRED YES	CORRECTED	
-	Is an officer assigned to general support including violation clear  What additional duties does he/she perform? Provides a		er? ne Coordinator, Alterna	☑ Yes te PAS coord	No linator.
				te PAS coord	
b.				te PAS coord	linator,
b.	What additional duties does he/she perform? Provides a			te PAS coord	linator,
b.	What additional duties does he/she perform? Provides a ls there a job description?	ssistance to the Overtin		te PAS coord	linator,
b.	What additional duties does he/she perform? Provides a list there a job description?  (1) Is it accurate?	ssistance to the Overtin		te PAS coord	linator,
b.	What additional duties does he/she perform? Provides a ls there a job description?  (1) Is it accurate?  (2) When was it last revised? *September 2001, see narrative.	eek.	ne Coordinator, Alterna	te PAS coord	linator,
b. c. d. e.	What additional duties does he/she perform? Provides and Is there a job description?  (1) Is it accurate?  (2) When was it last revised? *September 2001, see narrative How much time is allocated to this position? *40 hours per well.	eek.		te PAS coord	inator,  □ No ☑ No
b.  c.  d. e.	What additional duties does he/she perform? Provides a ls there a job description?  (1) Is it accurate?  (2) When was it last revised? *September 2001, see narrative How much time is allocated to this position? *40 hours per well with minimal instruction, could this position be handled by limited.	e. eek. d duty personnel?	ne Coordinator, Alterna	te PAS coord	□ No ☑ No
b.  c.  d. e. 2. A	What additional duties does he/she perform? Provides and Is there a job description?  (1) Is it accurate?  (2) When was it last revised? *September 2001, see narrative How much time is allocated to this position? *40 hours per well with minimal instruction, could this position be handled by limited REA TRAINING OFFICER	e. eek. d duty personnel? EVALUATED X er?	ne Coordinator, Alterna	te PAS coord  ✓ Yes  ✓ Yes  ✓ CORRECTED	□ No □ No
b.  c.  d.  e.  2. A  a.  b.	What additional duties does he/she perform? Provides and Is there a job description?  (1) Is it accurate?  (2) When was it last revised? *September 2001, see narrative How much time is allocated to this position? *40 hours per well with minimal instruction, could this position be handled by limited REA TRAINING OFFICER  Does the Area have an officer assigned as the Area training officer	e. eek. d duty personnel? EVALUATED X er?	ne Coordinator, Alterna	te PAS coord  ✓ Yes  ✓ Yes  ✓ CORRECTED	□ No □ No
b.  c.  d. e.  b.  c.  c.	What additional duties does he/she perform? Provides and Is there a job description?  (1) Is it accurate?  (2) When was it last revised? *September 2001, see narrative How much time is allocated to this position? *40 hours per well with minimal instruction, could this position be handled by limited REA TRAINING OFFICER  Does the Area have an officer assigned as the Area training office How much time is allocated to this position? *120 hour per more than the position? *120 hour per mo	e. eek. d duty personnel? EVALUATED X er?	ne Coordinator, Alterna	te PAS coord  ✓ Yes  ✓ Yes  ✓ CORRECTED	□ No □ No
b.  c.  d. e.  b.  c.  d.  d.	What additional duties does he/she perform? Provides and Is there a job description?  (1) Is it accurate?  (2) When was it last revised? *September 2001, see narrative How much time is allocated to this position? *40 hours per well with minimal instruction, could this position be handled by limited REA TRAINING OFFICER  Does the Area have an officer assigned as the Area training office How much time is allocated to this position? *120 hour per med Who supervises the officer? *Sgt Francescon.	e. eek. d duty personnel? EVALUATED X er?	ne Coordinator, Alterna	te PAS coord  ✓ Yes  ✓ Yes  CORRECTED  ✓ Yes	□ No □ No □ No
b.  c.  d. e.  b.  c.  d.	What additional duties does he/she perform? Provides a ls there a job description?  (1) Is it accurate?  (2) When was it last revised? *September 2001, see narratively How much time is allocated to this position? *40 hours per well with minimal instruction, could this position be handled by limited REA TRAINING OFFICER  Does the Area have an officer assigned as the Area training office How much time is allocated to this position? *120 hour per model. *Sgt Francescon.  Does the officer have a job description?	e. eek. d duty personnel? EVALUATED X er?	ne Coordinator, Alterna	te PAS coord  ✓ Yes  ✓ Yes  CORRECTED  ✓ Yes	□ No □ No □ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

## AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

g	. What training has been provided to the officer? *On the job	training from previou	s Training Officer and	various traini	ng classes
	given by Border Division training coordinators.				
h	Has he/she been trained as a Department instructor?			Yes	☑ No
i.	Is the officer certified as an officer safety training instructor?			✓ Yes	□ No
 j.	Has he/she attended the Department's weapons/range officer train	ning?		✓ Yes	□ No
ر k		9		✓ Yes	☐ No
	Is the officer a CPR instructor?			Yes	☑ No
	. What role does the officer have in developing and/or presenting A	rea training programs	*Officer is	active in the s	
	and coordination of required POST training curriculums and is the				
	respect to training issues. The Officer also plays a key role in secu				
-		ring resources for the	practice of Officer Sa.		, ne also
	has a role in the Active Shooter training program.			Γ71 V	[] N-
n.	Does the officer keep Area informed of officers deficient in training			✓ Yes	□ No
0.				☑ Yes	☐ No
р.				☑ Yes	□ No
q.	q. Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?			✓ Yes	∐ No
r.	Is the officer responsible for performing range maintenance?			☑ Yes	L] No
S.	What other duties or assignments does the training officer have?	Felony follo	w-up as needed; assigr	ned Tow offic	er;
	Alternate VIN officer.				
13. L	MITED DUTY	ALUATED X	NO NO	CORRECTED	
a.	Does the Area currently have limited duty personnel assigned?			✓ Yes	☐ No
	(1) What are their classifications, and what duties are they assign	ned? *Area o	urrently has one office	er on limited o	luty. The
	officer assists at front counter with telephone and public contact	cts. Officer also assis	ts AI officer with data	input into Als	S program
	and is assigned other duties as required.				
b.	Are duties being performed consistent with the duties and limitation Limited-Duty Assignment?	ns noted on the CHP	443, Approval of	☑ Yes	☐ No
	(1) Could they be used more efficiently?			Yes	☑ No
C.	If limited duty officers are used to perform special duty tasks, does road patrol?	the regular special di	ity officer return to	Yes	☑ No
d.	Are any current assignments in excess of six months?			☐ Yes	☑ No
e.	Do supervisors meet and discuss limited duty assignments with the	doctors on questiona	ble cases?	☑ Yes	☐ No

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

(1) If so, is the contract being followed?

#### SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009 √ Yes ☐ No f. Are limited duty personnel having public contact appropriately attired? CORRECTED ACTION REQUIRED **EVALUATED** 14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS X NO √ Yes No Does the Area have personnel assigned to special projects or tactical operations? √ Yes □ No Is the position full time or on an on-call basis? b. Yes √ No If full time, is the assignment for a specified number of weeks or months? \*Mobile Field Force training required for Bio-Tech in June 2008 and U.S. d. What are the duties/responsibilities of the officer? Open Golf Tournament in Summer 2008. Who supervises the officer? \*Sgt Francescon f. How does he/she account for his/her time? \*on a monthly CHP form 112. \*Resume and current certification in OST/PMA. What is the selection criteria for the assignment? g. √ Yes ☐ No Has the Area member contributed to the success or mission of the team or task force? 'Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion i. ☐ No √ Yes regarding activities? √ No Yes j. Is there a Memorandum of Understanding (MOU) on file? V No Yes k. Is the special assignment on a reimbursable contract?

☐ No

Yes

The following item numbers were evaluated with additional comments provided.

ACTION ITEM (1.b.): Special Duty assigned officers are required to review and or update the job descriptions (dated September 2001) and duties accordingly. Currently, Special Duty job descriptions are located in Area's SOP binder (Revision, August 2006). Additionally, there are no job descriptions for the Vehicle Identification Number (VIN) and Specialized Vehicles positions. Officer Griffin and Officer Ceballos will need to create job descriptions for their areas of responsibility.

- 1.c (1) Special Duty positions are open to officers when they become available.
- 4.c. Supervision of School Bus Officer is assigned to the Area Commander.
- 4.d. The School Bus Officer has received the initial 40 hour departmental training class and attends quarterly training sessions at Border Division. In addition, the SBO attends monthly driver training meetings which involve local school districts.
- 4.f.(4) The Department only provides three variations of the tests; not five as indicated on the inspection form.
- 4.g. As needed by field officers.
- 4.i. In general, information is given to the Community Enhancement Officer who will take enforcement action when required.
- ACTION ITEM 5.a.(2): Officer Ramborger has been assigned as the Alternate Evidence/Property Officer. However, the officer has yet to receive the initial training necessary to accomplish the job duties. Officer Thurston (Primary Evidence Officer) will select a date to train Officer Ramborger for the job requirements of the position.
- 5.b.(3) Property records files are not being checked at 30 day intervals, but instead are checked using an on-line database maintained by the Riverside County Court System. This procedure is used to check for case activity during the month. However, San Diego Courts are not currently on-line. A monthly suspense has been created by the Evidence Officer to ensure compliance for checking cases in San Diego County.
- 5.b.(5) In addition to the Automated Property System, E-Trace database (located on the CHP Intranet) is being used to track firearm history.
- 5.f.(2)(a) Area is not experiencing any problems during audits, as a result no additional audits are required.

- 5.(5)(a) Generally, Yes. If evidence or property is obtained over the weekend, the Evidence Officer is not available. Officers have been instructed to adhere to the chain of custody by placing evidence or property into cabinets, then locking the cabinet with a key.
- 6.d. The job description for the Collision Investigation Follow-Up Officer is closely related to the duties found within SOP 2.5, responsibilities for the Accident Investigation Review Officer. These duties are performed by Officer's Ceballos and Barksdale.
- 6.f. The Collision Investigation Officer has received 40 hours of Advanced Accident Investigation Vehicle Inspection training and is available to provide field officers with technical assistance if required.
- ACTION ITEM 7.d.(2) The Court Liaison Officer recently revised the job description for this position in December 2007. The latest revision to the Court Officer position in SOP 2.6 is dated February 2005. Officer Thurston will need to place the revised job description in the Area's SOP binder(s).
- 7.h. CHP 735's are initiated by field officers and not the Court Liaison Officer.
- 7.h.(2) The required information on the CHP 735 is entered in the Area's AIS database. Additionally, the Court Clerk keeps office copies of the CHP 735's.
- 8.a. The Asset Forfeiture (AF) is assigned to Officer Oskar Gerbig, #13753.
- 8.e. A monthly report (CHP300A) in addition to a quarterly asset report is completed by the AF officer and routed through proper channels.
- **ACTION ITEM 9.a.(2)** Currently, there is no job description for the Specialized Vehicle position. Officer Ceballos has been assigned as the Specialized Vehicle officer and will need to create a job description for this area of responsibility.
- 9.(5)(c) The Area's ambulance company is American Medical Response (AMR). AMR is currently based in Riverside CHP's jurisdiction and as such is responsible for inspections and the overall operation of the program.
- 9.(5)(f) Not Applicable.
- 10. Because of limited resources, Area does not have an active California Resident Foreign Registration program. Field officers are encouraged to investigate the violator's residency as appropriate and issue citations for 4152.5CVC. Additionally, REG 69 form (Resident Registration Violation Follow-up) is located in Form Flow to assist with further investigation.

AREA MANAGEMENT EVALUATION Chapter 15, Special Functions Page 16

**ACTION ITEM 11.c.(2)** - Special Duty assigned officers are required to review and or update the job descriptions and duties accordingly. The General Support Officer (GSO) position is assigned to Officer England. Officer England will need to review and update the GSO job description.

ACTION ITEM 12.h. – Attain specialized Departmental Basic Instructor Training course for the Area Training Officer (ATO). The ATO has not received the "Train the Trainer" course which is given at the Academy or Ben Clark Training Center. Since the ATO teaches the bulk of the training curriculum to officers, it would be highly beneficial for him to secure a training slot as soon as possible. Officer Ceballos will inquire with Border Division coordinators to place him in the next available class.

14.b. – Area has one sergeant and four officers assigned to Border Division's newly created Mobile Field Force. The assignments/details are on an on-call basis and as such requires no job description.



#### Memorandum

Date:

May 23, 2008

To:

Border Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Temecula Area

File No.:

686.9924.13443

Subject:

RECONCILIATION MEMORANDUM - AREA MANAGEMENT

EVALUATION, CHAPTER 15 SPECIAL FUNCTIONS

The purpose of this memorandum is to address deficiencies identified during the Temecula Area Chapter 15 – Special Functions

ACTION ITEM 1.b - Special Duty assigned officers are required to review and or update the job descriptions (dated September 2001) and duties accordingly. Currently, Special Duty job descriptions are located in Area's SOP binder (Revision, August 2006). Additionally, there are no job descriptions for the Vehicle Identification Number (VIN) position and Specialized Vehicles position. Officer Griffin and Officer Ceballos will need to create job descriptions for their areas of responsibility.

**CORRECTIVE ACTION** – All Special Duty job descriptions have been reviewed and updated, if necessary. Additionally, job descriptions for the respective positions of Officers Griffin and Ceballos have been created and will be included in the Area SOP by the Office Services Supervisor during the week of May 24, 2008.

ACTION ITEM 5.a.(2) – Officer Ramborger has been assigned as the Alternate Evidence/Property Officer. However, Officer Ramborger has yet to receive the training necessary to accomplish the job duties. Officer Thurston (Primary Evidence Officer) will select a date to train Officer Ramborger for the job requirements of the position.

**CORRECTIVE ACTION** – Officer Ramborger received Evidence/Property training from Officer Thurston on April 4, 2008.

**ACTION ITEM 7.d.(2)** – The Court Liaison Officer recently revised the job description for this position in December 2007. The latest revision to the Court Officer position in SOP 2.6 is dated February 2005. Officer Thurston will need to place the revised job description in the Area's SOP binder(s).

Border Division Page 2 May 23, 2008

**CORRECTIVE ACTION** – The Court Officer job description was updated on April 1, 2008, and will be included in the Area SOP by the Office Services Supervisor during the week of May 24, 2008.

**ACTION ITEM 9.a.(2)** – Currently, there is no job description for the Specialized Vehicle position. Officer Ceballos has been assigned as the Specialized Vehicle officer and will need to create a job description for this area of responsibility.

**CORRECTIVE ACTION** – Officer Ceballos has created job descriptions the Specialized Vehicle position. The new documents will be added to the Area SOP by the Office Services Supervisor during the week of May 24, 2008.

ACTION ITEM 12.h. – Attain specialized departmental Basic Instructor Training course for the Area Training Officer (ATO). The ATO has not received the "Train the Trainer" course which is given at the Academy or Ben Clark Training Center. Since the ATO teaches the bulk of the training curriculum to officers, it would be highly beneficial for Area to secure a training slot as soon as possible. Sergeant Francescon will inquire with Border Division coordinators to place Officer Ceballos into the next available instructors' class.

**CORRECTIVE ACTION** – Sergeant Francescon has attempted to obtain a Basic Instructor Training course slot for Officer Ceballos for several years. The classes have either been cancelled, or Officer Ceballos has not been selected to attend. Area management will continue with this effort until the class is attended by Officer Ceballos.

Should you have any questions, please contact me at (951) 506-2000.

J. M. JUNGERS, Captair

# AREA MANAGEMENT EVALUATIONS CHP 453Q (Rev. 6-08) OPLOSE

AREA	DIVISION	NUMBER
656	Border	
EVALUATED BY		DATE
Sgt. M.G. Brov	vn, #11184	02/22/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION			SUSPENSE DATE			
		rmal Evaluation				
FOLLOW-UP	REQUIRED	Correction Report	COMMANDER'S REVIEW	90	DATE	
Yes	☑ No	BY	_			
1. GENE	RAL		EVALUATED	ACTION REQUIRED	CORRECTED	
a. Are	e special duty assignment	s minimized?			☑ Yes	☐ No
(1)	ls maximum efficiency a	ittained?			☑ Yes	☐ No
(2)	Are there any special du	ity functions which could be perfor	med by a beat officer or o	ther support personnel	? 🗌 Yes	☑ No
b. Are	e assigned duties consiste	ent with the job description?			☑ Yes	☐ No
(1)	Could duties be combined	ed with another special duty assign	nment for efficiency?		√ Yes	☐ No
(2)	Which special duty office	ers (positions) were interviewed?	See Attached.			
c. Hov	v are individuals for specia	al duty assignments selected?	By submission of Me	morandum of Interest b	y personnel.	Selection
is m	nade by the Commander w	rith supervision input.				
,						
(1)	Are special duty opportur	nities open to all officers?			√ Yes	☐ No
(2)	Does selection contribute	e to attainment of affirmative action	goals?	fig. 15 to a section	☑ Yes	☐ No
d. Can	the special duty supervis	or describe the duties and workloa	ad of the special duty pers	sonnel?	☑ Yes	☐ No
(1)	Upon what criteria are sp	ecial duty personnel evaluated?	Effectiveness of	efforts, thouroughness,	and commit	nent to
	details and time-lines. In	terpersonal relationships with pee	rs and supervision/manag	ement.		
(2)	Are special duty officers h	neld accountable for their time and	performance?		<b>✓</b> Yes	☐ No
(3)	How is the special duty of	fficer's time planned? Are weekly	itineraries provided to the	supervisor?	Yes	☑ No
e. Dott	ne commander and mana	gement team have an active intere	est in special duty prograr	ms?	✓ Yes	☐ No
(1)	Is time taken by the comm	nander to discuss activities and po	tential problems?		☑ Yes	☐ No
. VEHICL	E THEFT		N/A	ACTION REQUIRED	CORRECTED	
a. What	t is the scope of the Area's	s Vehicle Theft Program?	100011000000000000000000000000000000000			
b. Are the	nere open lines of commu	nication with the Division vehicle t	heft coordinator?		Yes	□ No
(1) l	s the commander aware c	of how to obtain assistance from th	e Division or Headquarte	rs coordinators?	Yes	□ No

#### AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPT 009		
(2) Who is authorized to request assistance from vehicle theft coordinators?		
*		/
c. Is the program effective?	□ Yes	☐ No
(1) Vehicle theft recovery goals established?	Yes	☐ No
(2) Goals attained?	✓ ☐ Yes	☐ No
(3) How does the current number of stolen and recovered vehicles compare to prior time	e periods?	
(4) Are work hours dedicated to the program appropriate?	│ Yes	☐ No
(5) Do beat officers and supervisors have an interest in the program?	Yes	☐ No
d. Is the program supported by district/city attorneys and the courts?	☐ Yes	☐ No
(1) Has the program been discussed with them?	Yes	☐ No
(2) What, if any, other steps have been taken to ensure program effectiveness with pros	secutors and judges?	
λ. /		
e. Do the commander and management team take a personal interest in the program?	☐ Yes	☐ No
(1) What guidance and direction is provided?		
f. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	☐ Yes	☐ No
(1) Do they have an idea of the number of thefts and recoveries in the Area?	Yes	☐ No
(2) Are they knowledgeable of the Department's Vehicle Theft Program?	Yes	☐ No
(3) Are they knowledgeable of vehicle theft identification inspection procedures and tech	niques?	☐ No
(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification	procedures?	☐ No
(5) Do they give guidance and direction?	☐ Yes	☐ No
(6) Do they demonstrate an interest in the program?	Yes	☐ No
(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers E Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident R		☐ No
g. Is vehicle theft education/training provided by Area?	☐ Yes	☐ No
(1) Are training aids used?	☐ Yes	☐ No
(2) Are division vehicle theft coordinators/investigators made available for training?	☐ Yes	□ No
(3) Vehicle theft prevention discussed at briefings?	☐ Yes	☐ No
(4) How is information on unique problems and circumstances disseminated to beat office	ers?	

STATE OF CALIFORNIA ,
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

OTH 455& (Nov. 6-66) OT 1 665		
(5) Are officers and supervisors proficient in locating and decoding VINs?	☐ Yes	□ No
h. Have any Area officers earned the Department's 10851 Award?	☐ Yes	/□ No
(1) Have any officers qualified for the Master 10851 Award?	☐ Yes /	☐ No
(2) How are awards presented?		
(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	/☐ Yes	☐ No
(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program	n? ☐ Yes	☐ No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM  EVALUATED N/A  ACTION REQUIRED N/A	CORRECTED	
a. Is the VIN program understood by beat officers?	☐ Yes	☐ No
(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	Yes	☐ No
b. Who is the assigned VIN officer?		
(1) How was he/she trained?		
(a) Is training adequate?	☐ Yes	☐ No
(2) Is the VIN officer proficient?	Yes	☐ No
(3) Who is the alternate VIN officer?		
(4) Are VIN inspections conducted in a secure setting?	Yes	☐ No
(5) Is Field Support Section used as a resource?	Yes	☐ No
c. What kind of system is in place to control the VIN officer's workload?		
(1) Are VIN assignments/verifications done on an appointment basis?	☐ Yes	☐ No
(a) Is there an excessive backlog?	☐ Yes	☐ No
(b) Is the vehicle owner's convenience a consideration?	☐ Yes	☐ No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	☐ Yes	☐ No
(3) Are associated documents processed promptly and submitted on time?	Yes	☐ No
d. Is there proper security for replacement VIN plates?	Yes	☐ No
(1) Are inventory controls adequate?	☐ Yes	☐ No
(2) Are entries legible?	☐ Yes	☐ No
(3) Do records match/inventories?	☐ Yes	☐ No
(4) Are required reports accurate and submitted properly?	Yes	☐ No
e. Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	Yes	☐ No
/		

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## SPECIAL FUNCTIONS CHP 453Q (Rev. 6-06) OPI 009

UH.	F 400	SQ (Rev. 0-00) OF1 009				
		Does VIN officer belong to any professional organizations for example any type of various vehicle theft investigator's associations?	xchange of information	n, such as memberships	☐ Yes	☐ No
		OOL PUPIL AND FARM LABOR (SP <b>&amp;FL)</b> NSPORTATION SAFETY	EVALUATED N/A	ACTION REQUIRED	CORRECTED	
		s the Area commander and management team aware of all asp Program conducted in the Area?	pects of the SP&FL Tra	ansportation Safety	Yes	DNo
J		oes the Area have either a uniformed SP&FL Transportation Coordinator?	Officer or a nonuniform	ed School Bus Officer/	☐ Yes	□ No
	(1	) Are Area files maintained as required by HPM 82.4, School Safety Manual?	Pupil and Farm Labor	r Transportation	□×es	☐ No
		(a) Driver records, CHP 295, State Department of Education	on T-01, criminal reco	rd information, etc.?	/ Yes	☐ No
		(b) CHP 100E, Monthly Activity Report?		P	☐ Yes	☐ No
		(c) School Bus Traffic Collision Reports and DMV printout	H-6?	f	☐ Yes	☐ No
		(d) Approved stops list?			Yes	☐ No
	(2	) Is the School Pupil Transportation Safety Officer/Coordinate	or proficient in perform	ing assigned duties?	☐ Yes	☐ No
		(a) Are duties performed in conformance with HPM 82.4, S Safety Manual?	School Pupil and Farm	Labor Transportation	☐ Yes	☐ No
	(3	) Who is the alternate School Pupil Transportation Safety Offi	cer/Coordinator?			
	(4)	Are CHP 100Es, Monthly Activity Report, submitted in a time	ely manner?		☐ Yes	☐ No
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	(5)	Is program time properly justified?	/		Yes	☐ No
		(a) How much time is allotted?	1			
		(b) Is time sufficient to meet departmental objectives?	p <sup>e</sup>		Yes	☐ No
		(c) Is the time expended within the Area's allotment?			☐ Yes	☐ No
С.		responsibility for supervision of the School Pupil Transportatio pervisor?	n Safety Program ass	igned to a specific	Yes	☐ No
	(1)	Does the supervisor have adequate knowledge of the function	ons of the Area progra	m?	Yes	☐ No
	(2)	Does the supervisor have a copy of HPM 82.4, School Pupil manual?	and Farm Labor Trans	sportation Safety	Yes	□ No
	(3)	Is he/she aware of the officer/coordinator's workload?			☐ Yes	☐ No
	(4)	Does the supervisor review CHP 100Es, Monthly Activity Rep	oort, submitted by the	officer/coordinator?	Yes	☐ No
d.		at training has the School Pupil Safety Transportation Safety Cended In-Service Training classes? Have a thorough, practica		d?		
	(1)	Departmental policy relating to the School Pupil Safety Trans	portation Safety Progr	ram?	☐ Yes	☐ No
	(2)	School bus driver certification?			Yes	☐ No
	(3)	School bus accident investigation?			Yes	☐ No
	(4)	School bus reinspection?			Yes	☐ No
	(5)	School bus routes and stops?			Yes	☐ No

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#### SPECIAL FUNCTIONS

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	e. D	oes the officer/coordinator coordinate activities and information with adjacent Areas?	☐ Yes	□ No
	(1	) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	☐ Yes	No No
1	f. Is	there a sound procedure for scheduling and administering written tests?	☐ Year	☐ No
	(1	) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	Yes	☐ No
-	(2	) Who administers the test?		
-	(3)	) Is a proctor present?	☐ Yes	☐ No
	(4)	) Adequate supply of the five variations of both the driver and first aid tests on hand?	☐ Yes	☐ No
	(5)	) Who reviews the tests with the applicants?		
	(6)	Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-control?	☐ Yes	☐ No
	(7)	Are driving errors discussed with the applicant?	☐ Yes	☐ No
	(8)	ls the school bus transportation supervisor advised of any additional training needs?	☐ Yes	☐ No
g	ı. Do	pes the School Pupil Safety Transportation Officer conduct on-scene investigations?	☐ Yes	☐ No
	(1)	Are follow-up investigations conducted when appropriate?	☐ Yes	☐ No
	(2)	Are appropriate special coding made on all school bus investigations?	☐ Yes	☐ No
	(3)	Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	☐ Yes	☐ No
		(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	☐ Yes	☐ No
h	. Are	e hazardous routes or stops reported in writing to the governing board of the school district?	☐ Yes	☐ No
	(1)	Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?	☐ Yes	☐ No
	(2)	Howmany approved stops exist in the Area?		
i.		field officers take appropriate enforcement and follow-up action for observed school pupil safety related lations?	☐ Yes	☐ No
″ . E	VIDE	NCE/PROPERTY CONTROL EVALUATED ACTION REQUIRED NO	CORRECTED	
a.	Has	s the Area commander demonstrated an interest in the proper control of evidence and property?	√ Yes	□ No
	(1)	Who has been assigned by the commander as the evidence/property officer?  General Support Officer?	cer	
	(2)	Has an alternate for this position been assigned?	Yes	☑ No
	(3)	Who is the evidence/property supervisor? Sgt. M.G. Brown		
b.		es the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evidence nual?	☑ Yes	□ No
	(1)	Does the supervisor fully understand his/her responsibilities?	<b>√</b> Yes	☐ No
		(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inventories?	☑ Yes	☐ No
	(2)	Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	☑ Yes	☐ No
		(a) Is the system adequate?	✓ Yes	☐ No

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#### SPECIAL FUNCTIONS

JHP	403W	(Rev. 6-06) OF1 009		
	(3)	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	<b></b> ✓ Yes	☐ No
	(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	<b>✓</b> Yes	☐ No
	(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	<b>√</b> Yes	□ No
		(a) Are entered items canceled when the property is no longer in CHP possession?	√Yes	☐ No
	(6)	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	☑ Yes	☐ No
C.	Hav	ve procedures been examined for retaining and disposing of:		
	(1)	Evidence.	√ Yes	☐ No
	(2)	Property.	☑ Yes	☐ No
	(3)	Weapons.	√ Yes	☐ No
	(4)	Controlled substances.	☑ Yes	☐ No
	(5)	Alcoholic beverages.	√ Yes	☐ No
	(6)	License plates.	☑ Yes	☐ No
	(7)	Money.	☑ Yes	☐ No
d.		unclaimed property of value been picked up by the Department of General Services, Material Services tion, for storage and disposal after it has been held for 30 days?	√ Yes	☐ No
	(1)	Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	☑ Yes	☐ No
e.	Has	the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	√ Yes	☐ No
	(1)	Is the system adequate?	√ Yes	☐ No
	(2)	Is there a suspense system?	☑ Yes	☐ No
	(3)	Are all items properly identified?	√ Yes	☐ No
	(4)	Are accurate records kept on weapons and controlled substances which have been disposed of?	<b>☑</b> Yes	☐ No
		(a) Do Area records compare accurately with court records?	☑ Yes	☐ No
f.	Are p	periodic audits completed to ensure integrity of the property system?	☑ Yes	☐ No
	(1)	Has a semiannual audit of the property system been conducted?	☑ Yes	☐ No
	(2)	Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	☑ Yes	☐ No
	(	(a) Have more frequent audits been conducted in identified problem areas?	☐ Yes	☑ No
g.	Have	inventories been conducted periodically to ensure integrity of the system?	☑ Yes	☐ No
h.	is se	curity adequate?	☑ Yes	☐ No
	(1) l	s a security log maintained in the property room?	☑ Yes	☐ No
	(	(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	<b>√</b> Yes	□ No

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#### **SPECIAL FUNCTIONS**

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(2)	How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?	- See Attac	hed
	(a) Is the distribution of the keys according to policy?	√ Yes	☐ No
(3)	Is the evidence/property officer other than the court officer?	☐ Yes	☑ No
	(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?	<b></b> ✓ Yes	☐ No
(4)	Is the property room accessible by repair/maintenance personnel?	☐ Yes	✓ No
	(a) Is the room accessible by repair/maintenance personnel?	☐ Yes	√ No
	(b) Is there a false ceiling?	☐ Yes	☑ No
	(c) Are door hinges on the inside of the room?	☐ Yes	☑ No
	(d) Are any items which require access by other than the evidence/property officer stored in the room?	Yes	☑ No
	(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?	Yes	☑ No
	(If not, have steps been initiated to correct the problem?)	☑ Yes	☐ No
(5)	Are pass-through type temporary storage lockers secured from the inside to prevent entry?	Yes	☑ No
	(a) Is evidence left in these lockers for no more than one day?	Yes	☑ No
(6)	s Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?	√ Yes	☐ No
	(a) Have any internal investigations been initiated by Area for any such incidents?	Yes	☑ No
). COLLI	ION INVESTIGATION FOLLOW-UP  EVALUATED 2/20/2008  None	CORRECTED	
a. Doe	the Area have an Al officer?	<b></b> ✓ Yes	☐ No
b. Who	is responsible for supervising the officer? Sgt. M.G. Brown, #11184		
c. How	much time is allocated to the position? Part time position		
(1)	s time allocated sufficient?	☑ Yes	□ No
d. Doe:	the collision investigation follow-up officer have a job description?	☑ Yes	☐ No
(1)	it current?	☑ Yes	□ No
(2)	What are the officer's duties? Initial Review and corrections of all traffic collision reports generated at the I	Facility.	
e. Does	the officer understand special reporting requirements?	√ Yes	☐ No
f. Does	he officer have training or special qualifications that complement the position?	√ Yes	☐ No
g. Is the	officer available to respond to accidents to provide technical assistance?	☑ Yes	☐ No
h. Does	the officer identify training needs and discuss them with his/her supervisor?	<b>√</b> Yes	☐ No
i. Does	the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?	Yes	☑ No
j. Does	ne officer have other duties, if so, what are they?	☑ Yes	☐ No
See A	tached.		

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**SPECIAL FUNCTIONS** 

7. C	OURT LIAISON OFFICER	EVALUATED 02/19/2008	ACTION REQUIRED None	CORRECTED	
a.	Does the Area have an officer assigned court liaison duties?		Al-	✓ Yes	☐ No
b.	Who supervises the officer? Sgt. M.G. Brown, #11184				
С.	How much time is allocated to the position? Part time position,	approx 25% of officers	s time.		
d.	Does the officer have a job description?			√ Yes	☐ No
	(1) Is it accurate?			<b></b> ✓ Yes	☐ No
	(2) When was it last revised? March 2005				
	(3) What are the officer's duties? Transport and file all misdo	felony filings directly to	o the DA's office. Wee	ekly deliver al	l citiation
	filings with the local traffic court. Liasion between both cou	art entities on problems	or subsequent requests	3.	
е.	Does he/she have responsibilities for prisoner arraignment?			Yes	☑ No
f.	Does the officer command respect of his/her peer group?			√ Yes	☐ No
g.	Is the court officer involved in the DUI Cost Recovery Program?			Yes	☑ No
h.	Does the officer initiate a CHP 735, Incident Response Reimburs	ement Statement?		Yes	☑ No
	(1) Does the officer(s)' times on the CHP 735 correspond to the Field Record?	times indicated on his/h	ner CHP 415, Daily	Yes	☐ No
	(2) Does the officer(s) maintain a log?			☐ Yes	☐ No
	(3) Does the officer(s) forward the form to Fiscal Management S	ection after disposition?		Yes	☐ No
i.	How may courts are within the Area's jurisdiction? (1)				
j.	Does the officer deal with more than one district attorney's (DA) of	fice?		☐ Yes	☑ No
k.	Does the officer have other duties?			<b>☑</b> Yes	☐ No
	(1) If so, what are the other duties? See Attached				
. AS	CET EODEEITUDE (AE) OFFICED	evaluated N/A	ACTION REQUIRED	CORRECTED	
a.	Does the Area have an officer assigned as AF coordinator?				☐ No
b.	Does the officer have current job description?			Yes	☐ No
C.	ls he/she familiar with HPM 81.5, Drug Programs Manual?		M	☐ Yes	☐ No
d.	ls Area coordinator logging AF cases separate from evidence?			Yes	□ No
e.	s there a process in place to ensure proper disposition of AF item	s?		☐ Yes	☐ No
f. C	oes Area's log agree with the Field Services Section (FSS) and D	ivision log?		Yes	☐ No
(	1) If not, why not?				
	the disposition of cases supported by documentation such as ar distribution memorandum?	rest reports, court orde	r, and AF	Yes	□ No

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#### SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009 No Yeş. h. Has the Area seized any vehicles under AF? □ No (1) If so, does the AF coordinator know where the vehicles are located and their current disposition? Yes ☐ No Yes Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more? ☐ Yes ☐ No Does the AF coordinator complete a misscreen 50? □ No Yes k. Does Area notify Division of all vehicle/boat/plane seizures? Yes □ No I. Is Fleet Operations Section notified? ☐ Yes No Are all vehicles stored safely and properly protected from inclement weather? n. Are large sums of cash, jewelfy, and other small items of value stored in a safety deposit box at a local bank Yes No for safekeeping? Yes □No o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF? p. What is the procedure in handling monetary AF awards (checks from the DA)? q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper □ No ☐ Yes notifications to FSS and the Division AF coordinator? CORRECTED EVALUATED ACTION REQUIRED SPECIALIZED VEHICLES N/A a. Operation and Inspection Yeş. □No (1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area? (a) Who supervises the officer(s)? (b) How much time is allocated? ☐ Yes ☐ No (2) Does the officer have a job description? □ No Yes (a) Is it accurate? (b) When was it last revised? (3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to Yes ☐ No specialized vehicles? (4) Tow Trucks (a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning Yes ☐ No operation of tow trucks? ☐ No Yes (b) Do files contain current contracts and inspection forms? Yes No (c) Are there any recent complaints? (d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Yes ☐ No Supplement? (e) Who is responsible for inspections? Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection ☐ Yes □ No process? Yes ☐ No Is there evidence that discrepancies are promptly corrected?

#### AREA MANAGEMENT EVALUATION

(1)	) Who conducts annual tow meetings?		
	1 Does the commander attend?	☐ Yes	□ Ng
	2 Is an agenda prepared?	☐ Yes	□ No
	3 Are minutes prepared and circulated for review?	☐ Yes	/ 🗆 No
	4 When was the last annual meeting?		
(i)	Are rotation and sector assignment procedures clearly established?	☑ Yes	☐ No
(j)	How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?	/	
(k)	Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	☐ Yes	No
(5) An	nbulances		<u> </u>
	Who is responsible for overseeing the operation of ambulances within the Area?		
(u)	While to respond to the events only the operation of all to all the al		
(b)	Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	Yes	☐ No
(c)	Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?	Yes	☐ No
(d)	Are complaints received at Area investigated and documented?	Yes	☐ No
(e)	If ambulances are removed from service, is there any branch of county government that requests notification?	☐ Yes	☐ No
	1 If so, how is this done?		
(f)	Are ambulance inspection forms in file current?	Yes	☐ No
(6) Arm	nored Vehicles		
(a)	Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?	☐ Yes	☐ No
(b)	What impact on the Area workload do these inspections have?		
pt			
7)/Auth	orized Emergency Vehicles (AEV)		

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#### **SPECIAL FUNCTIONS**

453Q (Rev. 6-06) OPI 009				Albert .
If the Department currently has an active CRFR program attempts by California residents to avoid payment of licer	, does the Area have a nsing and registration fe	n officer assigned to investiga	ate Yes	☐ No
(1) Who supervises the officer?		The state of the s		
(2) Is sufficient time allocated for this program?		and the same of th	☐ Yes	☐ No
(3) Does the officer have a job description?		and the same of th	☐ Yes	☐ No
(a) Is it accurate?	Market Ma		☐ Yes	☐ No
Does the Area program follow the guidelines in the Regis	tration Enforcement Ma	anual, HPM 82.5, Chapter 3?	Yes	☐ No
Are suspected violations documented on Registration 89 Registration Compliance Unit?	forms locally processed	d, or sent to the DMV	☐ Yes	☐ No
(1) If locally processed, are CHP 215s, Notice to Appear registration is due?	, issued when it is esta	blished that California	☐ Yes	☐ No
Is the CRFR officer aware that the rules of evidence perta of this type?	aining to search and sei	zure apply to violations	☐ Yes	□No
Does the Area report significant statistics to Division by co	omm-net by the 10th of	each month?	☐ Yes	☐ No
Does the degree of compliance gained or the actual rever continuance?	nue collected as a resul	It of the program justify its	☐ Yes	☐ No
ENERAL SUPPORT	2/20/2008	None	CORRECTED	
Is an officer assigned to general support including violation		er officer?	✓ Yes	□ No
What additional duties does he/she perform? See	Attached			
Is there a job description?			✓ Yes	☐ No
(1) Is it accurate?			√ Yes	☐ No
(2) When was it last revised? March 2005				
How much time is allocated to this position? Full time	position.			
With minimal instruction, could this position be handled by	limited duty personnel	?	Yes	☑ No
REA TRAINING OFFICER	2/20/2008	ACTION REQUIRED None	CORRECTED	
Does the Area have an officer assigned as the Area training	g officer?	luis n	✓ Yes	☐ No
How much time is allocated to this position? Part time po	ositions			
Who supervises the officer? Sgt. M. Orchard, #11148		112.0001		
Does the officer have a job description?			☑ Yes	☐ No
1) When was it last revised? March 2005				
Does the officer command the respect of his/her peers?			☑ Yes	☐ No
Does the officer have the support of the supervisors?			☑ Yes	☐ No
	attempts by California residents to avoid payment of licer  (1) Who supervises the officer?  (2) Is sufficient time allocated for this program?  (3) Does the officer have a job description?  (a) Is it accurate?  Does the Area program follow the guidelines in the Regist Are suspected violations documented on Registration 89 Registration Compliance Unit?  (1) If locally processed, are CHP 215s, Notice to Appear registration is due?  Is the CRFR officer aware that the rules of evidence perts of this type?  Does the Area report significant statistics to Division by complete the degree of compliance gained or the actual reverse continuance?  BENERAL SUPPORT  Is an officer assigned to general support including violation what additional duties does he/she perform?  Second Is there a job description?  (1) Is it accurate?  (2) When was it last revised? March 2005  How much time is allocated to this position be handled by REA TRAINING OFFICER  Does the Area have an officer assigned as the Area training How much time is allocated to this position? Part time put who supervises the officer? Sgt. M. Orchard, #11148  Does the officer have a job description?	If the Department currently has an active CRFR program, does the Area have a attempts by California residents to avoid payment of licensing and registration for the content of the conten	. If the Department currently has an active CRFR program, does the Area have an officer assigned to investiga attempts by California residents to avoid payment of licensing and registration fees due in California?  (1) Who supervises the officer?  (2) Is sufficient time allocated for this program?  (3) Does the officer have a job description?  (a) Is it accurate?  Does the Area program follow the guidelines in the Registration Enforcement Manual, HPM 82.5, Chapter 3?  Are suspected violations documented on Registration. Forms locally processed, or sent to the DMV Registration Compilance Unit?  (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due?  Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type?  Does the Area report significant statistics to Division by comm-net by the 10th of each month?  Does the degree of compliance gained or the actual revenue collected as a result of the program justify its confituance?  ENERAL SUPPORT  Is an officer assigned to general support including violation clearance and counter officer?  What additional duties does he/she perform?  See Attached  Is there a job description?  (1) Is it accurate?  When was it last revised? March 2005  How much time is allocated to this position? Part time positions  Who supervises the officer? Sgt. M. Orchard, #11148  Does the officer have a job description?  (1) When was it last revised? March 2005  Does the officer command the respect of his/her peers?	If the Department currently has an active CRFR program, does the Area have an officer assigned to investigate attempts by California residents to avoid payment of licensing and registration fees due in California?  (1) Who supervises the officer?  (2) Is sufficient time allocated for this program?  (3) Does the officer have a job description?  (4) Is it accurate?  Does the Area program follow the guidelines in the Registratign Enforcement Manual, HPM \$2.5, Chapter 3?    Yes  Are suspected violations documented on Registration forms locally processed, or sent to the DMV Registration Compliance Unit?  (1) If locally processed, are CHP 215s, Notice to Appear, issued when it is established that California registration is due?  (2) Is the CRFR officer aware that the rules of evidence pertaining to search and selzure apply to violations of this type?  Is the CRFR officer aware that the rules of evidence pertaining to search and selzure apply to violations of this type?  Does the Area report significant statistics to Division by comm-net by the 10th of each month?   Yes  Does the Area are program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of the program justify its conflicted as a result of t

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AREA MANAGEMENT EVALUATION
SPECIAL FUNCTIONS
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0111			
	g. What training has been provided to the officer? See Attached		
 h	n. Has he/she been trained as a Department instructor?	<b>√</b> Yes	☐ No
i.	Is the officer certified as an officer safety training instructor?	√ Yes	☐ No
— ј.	Has he/she attended the Department's weapons/range officer training?	√ Yes	☐ No
—— k	. Is the officer qualified to train employees to use tactical rifles?	√ Yes	☐ No
I.	Is the officer a CPR instructor?	Yes	☑ No
m	n. What role does the officer have in developing and/or presenting Area training programs? See Attach	ied	
	Does the officer keep Area informed of officers deficient in training or those who have superior performance?	✓ Yes	No
	The state of the s	✓ Yes	□ No
O.		✓ Yes	□ No
р.		✓ Yes	No
q.			
Г.	Is the officer responsible for performing range maintenance?	Yes	₩ No
S.	What other duties or assignments does the training officer have?  See Attached		
and an	EVALUATED ACTION REQUIRED	CORRECTED	
3. L	IMITED DUTY 2/19/2008 ACTION REQUIRED None	CORRECTED	
a.	Does the Area currently have limited duty personnel assigned?	☑ Yes	☐ No
	(1) What are their classifications, and what duties are they assigned? Commercial Vehicle Inspection	on Specialist (	(CVIS).
	Training of new personnel and Platform Scale Operator.		
b.	Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?	☑ Yes	□No
-	(1) Could they be used more efficiently?	Yes	☑ No
C.	If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?	Yes	☑ No
d.	Are any current assignments in excess of six months?	Yes	☑ No
e.	Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?	☑ Yes	☐ No

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

### AREA MANAGEMENT EVALUATION

**SPECIAL FUNCTIONS** 

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f.	Are limited duty personnel having public contact appropriately	y attired?		√ Yes	☐ No
14. \$	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED N/A	ACTION REQUIRED	CORRECTED	
a.	Does the Area have personnel assigned to special projects of	r tactical operations?	?	Yes	☐ No
b.	Is the position full time or on an on-call basis?			Yes	☐ No
C.	If full time, is the assignment for a specified number of weeks	or months?		Yes	☐ No
d.	What are the duties/responsibilities of the officer?				
e.	Who supervises the officer?				
f.	How does he/she account for his/her time?				
g.	What is the selection criteria for the assignment?				
h.	Has the Area member contributed to the success or mission o	f the team or task fo	rce?	☐ Yes	☐ No
i.	Where coordination is appropriate with the Division Investigative regarding activities?	ve Services Unit, is t	here ongoing discussion	Yes	□ No
j. l	s there a Memorandum of Understanding (MOU) on file?			☐ Yes	☐ No
k.	Is the special assignment on a reimbursable contract?			☐ Yes	☐ No
	(1) If so, is the contract being followed?			☐ Yes	☐ No

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#### 1. a-e

The Inspection Facility has one Special Duty officer assigned to complete all necessary special functions associated with commercial enforcement. The majority of special functions associated with a field Area are not necessary at an Inspection Facility. Most special functions are handled by the Host Area. The Special Duty officer also assists with regular commercial enforcement activities at the Facility.

The Special Duty officer has a full schedule and keeps the Facility Management Team apprised of his itinerary.

#### 5. a-h

The Facility utilizes the Host Area evidence/property system. The Facility has a system in place to secure small evidence items at the Facility until it can be transferred to the Host Area for entry into their evidence locker. Items placed in the Facility evidence holding locker are entered on a log and held until transferred to the Host Area. This process is carried out by the Facility Special Duty officer. In the absence of the Special Duty officer, his supervisor, the Administrative Sergeant, takes care of transferring all evidence to the Host Area. In the absence of an actual Evidence Room, we are unable to secure large items of property and/or evidence at the facility. In these cases, personnel must immediately transport the items to the Host Area for placement in their Evidence Room. We have requested the addition of an Evidence Room in future construction projects scheduled for the facility, but in the interim, we are unable to adequately secure large items at the facility. The addition of a large holding locker would be an added benefit.

#### 6. a-j

The Facility Special Duty Officer handles all accident investigation follow-up at the Facility. Traffic accidents on the Facility are very infrequent and usually only involve very minor property damage. All accident reports are processed locally and sold to the public as needed. A Transmittal report is prepared monthly and all collected monies are included in that report.

#### 7. a-k (1)

The Facility Special Duty Officer handles all court liaison duties as a part time function.

11. a-e

All general support duties are handled by the Facility Special Duty Officer. These duties include Training Officer, Accident Investigation Officer, and Court Liaison Officer duties.

#### 12. a-m

The Training Officer coordination duties are primarily handled by the Facility Special Duty Officer. The duties include preparation and documentation of mandated POST decentralized training, commercial related training, as well as training day agendas and assignments to classes as necessary. The officer is also required to maintain the training records in the OTS system. Additionally, we have two other officers who act as training instructors on a part time basis for specific training requirements such as weapons/range duties, and OST/PMA requirements. All three officers have received the required departmental training for their specific areas of expertise. All three are provided additional training as it comes available from inside or outside the Department. The Commander is highly supportive of the training program and is an active participant. The Facility has taken a leadership role in advanced training for all Pass Region law enforcement officers in tactics and Homeland Defense concerns. The Training Officer position assists in coordination of these efforts.

M.G. BROWN, Sergeant

STATE OF CALIFORNIA AREA DIVISION NUMBER DEPARTMENT. OF CALIFORNIA HIGHWAY PATROL Border Division Indio Area AREA MANAGEMENT EVALUATION EVALUATED BY DATE SPECIAL FUNCTIONS CHAPTER 15 Sergeant Bob Heflin 06/27/2008 CHP 453Q (Rev. 6-06) OPI 009 RUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this . is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired. TYPE OF EVALUATION Formal Evaluation √ Informal Evaluation FOLLOW-UP REQUIRED COMMANDER'S REVIEW Correction Report V No Yes BY N/A **EVALUATED** 1. GENERAL Yes No N/A √ Yes No a. Are special duty assignments minimized? √ Yes □ No (1) Is maximum efficiency attained? Are there any special duty functions which could be performed by a beat officer or other support personnel? Yes √ No ☐ No b. Are assigned duties consistent with the job description? √ Yes ☐ Yes ✓ No Could duties be combined with another special duty assignment for efficiency? All currently assigned Special Duty Officers were spoken to Which special duty officers (positions) were interviewed? and/or consulted in the preparation of this evaluation. How are individuals for special duty assignments selected? Openings are announced via an Area Briefing Item requesting memorandums of interests. The Area Staff considers the work history and performance of those interested. Selection interviews may or may not be required. In all cases, the final selection is subject to the approval of the Area Commander. V Yes ☐ No (1) Are special duty opportunities open to all officers? √ Yes ☐ No (2) Does selection contribute to attainment of affirmative action goals? √ Yes □ No d. Can the special duty supervisor describe the duties and workload of the special duty personnel? (1) Upon what criteria are special duty personnel evaluated? On the individuals performance and work product as it relates to their assignment and duties. √ Yes □ No (2) Are special duty officers held accountable for their time and performance? V No (3) How is the special duty officer's time planned? Are weekly itineraries provided to the supervisor? Yes √ Yes □ No e. Do the commander and management team have an active interest in special duty programs? (1) Is time taken by the commander to discuss activities and potential problems? No √ Yes ACTION REQUIRED CORRECTED EVALUATED 2. VEHICLE THEFT Yes N/A

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(1) Is the commander aware of how to obtain assistance from the Division or Headquarters coordinators?

Maximize arrests for vehicle theft and recovery of stolen vehicles.

√ Yes

√ Yes

☐ No

No

a. What is the scope of the Area's Vehicle Theft Program?

Are there open lines of communication with the Division vehicle theft coordinator?

STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

(1) Vehicle theft recovery goals established? (2) Goals attained? (3) How does the current number of stolen and recovered vehicles compare to prior time periods? A review of available records indicate a stable recovery rate, averaging 400 vehicles per year over the last five years. (4) Are work hours dedicated to the program appropriate? (5) Do beat officers and supervisors have an interest in the program? (6) Do beat officers and supervisors have an interest in the program? (7) Yes (8) Uhat, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? (9) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? (1) What guidance and direction is provided? (2) What guidance and direction is provided? (3) Through the Area's Strategic Plan, the Area Commander has directed the ongoing training be provided to field personnel. In addition, she ensures that the media is used to educate the public about we theft. She attends local vehicle theft task force meetings within Coachella Valley. (6) Are they knowledgeable of the scope of the vehicle theft problem within the Area? (1) Do they have an idea of the number of thefts and recoveries in the Area? (2) Are they knowledgeable of the Department's Vehicle Theft Program? (3) Are they knowledgeable of vehicle theft Identification inspection procedures and techniques? (4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures? (5) Do they give guidance and direction? (7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, Issued? (9) Is vehicle theft education/training provided by Area? (1) Are training aids used? (2) Are division vehicle theft coordinators/invostigators made available for training? (3) Vehicle theft prevention discussed at briefings?		(2)	Who is authorized to request assistance from vehicle theft coordinators? For assistance from Divis	ion I.S.U., 1	lhe Area
c. Is the program effective?  (1) Vohicle that recovery goals established?  (2) Coals attained?  (3) How does the current number of stolen and recovered vehicles compare to prior time periods?  (4) Are work hours dodicated to the program appropriate?  (5) Do beat officers and supervisors have an interest in the program?  (6) Is the program supported by district/city attorneys and the courts?  (7) Yes  (8) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?  (9) What guidance and direction is provided?  (10) What guidance and direction is provided?  (11) What guidance and direction is provided?  (12) What guidance and direction is provided?  (13) The supervisors knowledgeable of the Scope of the vehicle theft problem within the Area?  (14) What guidance and direction is provided to field personnel. In addition, she casures that the media is used to educate the public about we theft. She attends local vehicle theft task force meetings within Coschella Valley.  (15) Do they have an idea of the number of thefts and recoveries in the Area?  (16) Are they knowledgeable of the Department's Vehicle Theft Program?  (17) Yes  (18) Are they knowledgeable of their Department's Vehicle Theft Program?  (18) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?  (18) Yes  (19) Do they give guidance and direction?  (19) Yes  (10) Do they familiar with Vehicle Identification Number (VIN) systems and identification Procedures?  (19) Yes  (10) Do they give guidance and interest in the program?  (10) What give guidance and interest in the program?  (11) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?  (19) Is vehicle theft education/training provided by Area?  (10) Are training aids used?  (11) Are training aids used?  (12) Are division vehicle theft coordinators/investigators made availabl			Commander and Field Operations Officer via a request from Area Supervisory Staff. Field supervisors can	ask the loc	al R.A.I.D.
(1) Vehicle theft recovery goals established?  (2) Goals attained?  (3) How does the current number of stolen and recovered vehicles compare to prior time periods? A review of available recovery rate, averaging 400 vehicles per year over the last five years.  (4) Are work hours dedicated to the program appropriate?  (5) Do beat officers and supervisors have an interest in the program?  (7) Yes  (8) Do beat officers and supervisors have an interest in the program?  (9) Yes  (1) Has the program supported by district/city attomeys and the courts?  (1) Has the program been discussed with them?  (2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges? Nonc at this In most instances, auto theft investigations are discussed with prosecutor on a case by case basis.  e. Do the commander and management team take a personal interest in the program?  (1) What guidance and direction is provided? Through the Area's Strategic Plan, the Area Compander has directed it ongoing training be provided to field personael. In addition, she ensures that the media is used to educate the public about veineth. She attends local vehicle theft task force meetings within Coachella Valley.  (5) Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?  (1) Do they have an idea of the number of thefts and recoveries in the Area?  (2) Are they knowledgeable of the Department's Vehicle Theft Program?  (3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?  (4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?  (5) Do they give guidance and direction?  (6) Do they demonstrate an interest in the program?  (7) Yes  (8) Do they demonstrate an interest in the program?  (8) Yes  (9) Is vehicle theft deucation/training provided by Area?  (1) Are training aids used?  (2) Are division vehicle theft coordinators/invostigators made available for training?  (3) Vehicle theft prevention dis			unit for help directly.		
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(1) Do they have an idea of the number of thefts and recoveries in the Area?			theft. She attends local vehicle theft task force meetings within Coachella Valley.		
(2) Are they knowledgeable of the Department's Vehicle Theft Program?  (3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?  (4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?  (5) Do they give guidance and direction?  (6) Do they demonstrate an interest in the program?  (7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?  (8) Is vehicle theft education/training provided by Area?  (9) Are training aids used?  (1) Are training aids used?  (2) Are division vehicle theft coordinators/investigators made available for training?  (3) Vehicle theft prevention discussed at briefings?	f.	Are	supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	✓ Yes	☐ No
(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?		(1)	Do they have an idea of the number of thefts and recoveries in the Area?	✓ Yes	☐ No
(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?		(2)	Are they knowledgeable of the Department's Vehicle Theft Program?	☑ Yes	□No
(5) Do they give guidance and direction?		(3)	Are they knowledgeable of vehicle theft identification inspection procedures and techniques?	✓ Yes	☐ No
(6) Do they demonstrate an interest in the program?		(4)	Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	✓ Yes	☐ No
(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?  g. Is vehicle theft education/training provided by Area?  (1) Are training aids used?  (2) Are division vehicle theft coordinators/investigators made available for training?  (3) Vehicle theft prevention discussed at briefings?  (7) Yes  (8) Yes		(5)	Do they give guidance and direction?	√ Yes	☐ No
Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?  g. Is vehicle theft education/training provided by Area?  (1) Are training aids used?  (2) Are division vehicle theft coordinators/investigators made available for training?  (3) Vehicle theft prevention discussed at briefings?		(6)	Do they demonstrate an interest in the program?	✓ Yes	☐ No
(1) Are training aids used?  (2) Are division vehicle theft coordinators/investigators made available for training?  (3) Vehicle theft prevention discussed at briefings?  (4) Yes		(7)		☑ Yes	☐ No
(2) Are division vehicle theft coordinators/investigators made available for training?  (3) Vehicle theft prevention discussed at briefings?  (4) Yes	g.	ls v	ehicle theft education/training provided by Area?	√ Yes	☐ No
(3) Vehicle theft prevention discussed at briefings?		(1)	Are training aids used?	√ Yes	☐ No
		(2)	Are division vehicle theft coordinators/investigators made available for training?	☑ Yes	☐ No
(A) How is information on unique problems and circumstances discominated to heat officers? Via Afree Squad Meetings/Tre		(3)	Vehicle theft prevention discussed at briefings?	☑ Yes	☐ No
(4) How is anormation on unique problems and circumstances disseminated to beat officers?		(4)	How is information on unique problems and circumstances disseminated to beat officers?	Squad Meet	ings/Training
Day presentations and briefing items.			Day presentations and briefing items.		

STATE OF CALIFORNIA '
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

	1000 (1.101.10.10)		
	(5) Are officers and supervisors proficient in locating and decoding VINs?	☑ Yes	☐ No
h.	Have any Area officers earned the Department's 10851 Award?	☑ Yes	☐ No
	(1) Have any officers qualified for the Master 10851 Award?	☑ Yes	☐ No
	(2) How are awards presented? During Area Squad Meetings.		
	(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	☑ Yes	☐ No
	(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	☑ Yes	☐ No
3. VI	EHICLE IDENTIFICATION NUMBER PROGRAM  Pers ACTION REQUIRED NO NO	CORRECTED N/A	
a.	Is the VIN program understood by beat officers?	☑ Yes	☐ No
	(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	☑ Yes	☐ No
b.	Who is the assigned VIN officer? Officer George Cunha		
	(1) How was he/she trained? CHP Academy and Border Division personnel, as well as personal experie	ence.	
	(a) Is training adequate?	☑ Yes	☐ No
	(2) Is the VIN officer proficient?	✓ Yes	☐ No
	(3) Who is the alternate VIN officer? There is none at this time.		
	(4) Are VIN inspections conducted in a secure setting?	☑ Yes	☐ No
	(5) Is Field Support Section used as a resource?	☑ Yes	☐ No
C.	What kind of system is in place to control the VIN officer's workload? Primarily, assignments/verifications as	re done by ap	pointment
	on a first come, first served basis.		
	(1) Are VIN assignments/verifications done on an appointment basis?	☑ Yes	☐ No
	(a) Is there an excessive backlog?	Yes	☑ No
	(b) Is the vehicle owner's convenience a consideration?	Yes	☐ No
	(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	☑ Yes	☐ No
	(3) Are associated documents processed promptly and submitted on time?	√ Yes	☐ No
d.	Is there proper security for replacement VIN plates?	☑ Yes	☐ No
			☐ No
	(1) Are inventory controls adequate?	☑ Yes	
	<ul><li>(1) Are inventory controls adequate?</li><li>(2) Are entries legible?</li></ul>	✓ Yes	☐ No
v	(2) Are entries legible?	☑ Yes	☐ No

STATE OF CALIFORNIA
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## AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

			es VIN officer belong to any professional organizations for exc any type of various vehicle theft investigator's associations?	change of inform	nation, such as memberships	Yes	☑ No
4.			OL PUPIL AND FARM LABOR (SP&FL) SPORTATION SAFETY	Yes	ACTION REQUIRED NO	CORRECTED N/A	
	a.		the Area commander and management team aware of all aspendence of all aspendence of the Area?	ects of the SP&F	EL Transportation Safety	☑ Yes	□ No
	b.		es the Area have either a uniformed SP&FL Transportation Of ordinator?	fficer or a nonur	niformed School Bus Officer/	☑ Yes	□No
		(1)	Are Area files maintained as required by HPM 82.4, School I Safety Manual?	Pupil and Farm	Labor Transportation	✓ Yes	☐ No
			(a) Driver records, CHP 295, State Department of Education	n T-01, criminal	record information, etc.?	✓ Yes	☐ No
			(b) CHP 100E, Monthly Activity Report?			√ Yes	☐ No
			(c) School Bus Traffic Collision Reports and DMV printout h	H-6?		√ Yes	☐ No
			(d) Approved stops list?			√ Yes	☐ No
		(2)	Is the School Pupil Transportation Safety Officer/Coordinato	r proficient in pe	erforming assigned duties?	√ Yes	☐ No
			(a) Are duties performed in conformance with HPM 82.4, S Safety Manual?	chool Pupil and	Farm Labor Transportation	✓ Yes	□No
		(3)	Who is the alternate School Pupil Transportation Safety Office	cer/Coordinator	? N/A		
		(4)	Are CHP 100Es, Monthly Activity Report, submitted in a time	ely manner?		✓ Yes	☐ No
_	-	(5)	Is program time properly justified?			Yes	☑ No
			(a) How much time is allotted? See Narrative.				
			(b) Is time sufficient to meet departmental objectives?			Yes	☑ No
			(c) Is the time expended within the Area's allotment?			Yes	☑ No
	C.		responsibility for supervision of the School Pupil Transportation upervisor?	on Safety Progra	am assigned to a specific	☑ Yes	☐ No
		(1)	Does the supervisor have adequate knowledge of the function	ons of the Area	program?	✓ Yes	☐ No
		(2)	Does the supervisor have a copy of HPM 82.4, School Pupil manual?	l and Farm Labo	or Transportation Safety	√ Yes	☐ No
		(3)	Is he/she aware of the officer/coordinator's workload?			✓ Yes	☐ No
		(4)	Does the supervisor review CHP 100Es, Monthly Activity Re	eport, submitted	by the officer/coordinator?	✓ Yes	☐ No
	d.		nat training has the School Pupil Safety Transportation Safety rended In-Service Training classes? Have a thorough, practic				
		(1)	Departmental policy relating to the School Pupil Safety Tran	sportation Safe	ty Program?	√ Yes	☐ No
		(2)	School bus driver certification?			√ Yes	☐ No
_	)	(3)	School bus accident investigation?			√ Yes	☐ No
-		(4)	School bus reinspection?			√ Yes	□No
		(5)	School bus routes and stops?			√ Yes	☐ No
=							

STATE OF CALIFORNIA ,
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

CHP 453Q (Rev. 6-06) OPI 009

(1) Is he/sne aware of the technical assistance available from Commercial Vehicle Section?  f. Is there a sound procedure for scheduling and administering written tests?  (1) Are certain days selected for testing so that a maximum number of applicants can be tested at one of applicants and the tested at one of applicants and applicants.  (a) Is the driving test of sufficient society of the applicants of an adequate test of knowledge, skill, and self-core of an adequate test of knowledge, skill, and self-core of a possible of an adequate test of knowledge, skill, and self-core of a possible of an adequate test of knowledge, skill, and self-core of a possible of an adequate test of knowledge, skill, and self-core of a possible of an adequate test of knowledge, skill, and self-core of an adequate test of knowledge, skill, and self-core of an adequate test of knowledge, skill, and self-core of an adequate test of knowledge, skill, and self-core of an adequate test of knowledge, skill, and self-core of an adequate test of knowledge, skill, and self-core of an adequate test of knowledge, skill, and self-core of an adequate test of knowledge, skill, and self-core of an adequate test of knowledg		Yes	✓ No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one (2) Who administers the test? Officer M. Sorg, ID #12477.  (3) Is a proctor present?  (4) Adequate supply of the five variations of both the driver and first aid tests on hand?  (5) Who reviews the tests with the applicants? Officer M. Sorg, ID #12477.  (6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-cord (7) Are driving errors discussed with the applicant?  (8) Is the school bus transportation supervisor advised of any additional training needs?  g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?  (1) Are follow-up investigations conducted when appropriate?  (2) Are appropriate special coding made on all school bus investigations?  (3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?  (a) Has the officer/coordinator demonstrated a willingness to take such action when warranted h. Are hazardous routes or stops reported in writing to the governing board of the school district?  (1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13 (2) How many approved stops exist in the Area? Total number is not known.  i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety violations?  5. EVIDENCE/PROPERTY CONTROL Page Action Reoul No  (2) Has an alternate for this position been assigned?  (3) Who is the evidence/property supervisor? Sergeant B. Heflin, Area Administrative Officer Menual?		✓ Yes	□ No
(2) Who administers the test? Officer M. Sorg, ID #12477.  (3) Is a proctor present?  (4) Adequate supply of the five variations of both the driver and first aid tests on hand?  (5) Who reviews the tests with the applicants? Officer M. Sorg. ID #12477.  (6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-cor (7) Are driving errors discussed with the applicant?  (8) Is the school bus transportation supervisor advised of any additional training needs?  g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?  (1) Are follow-up investigations conducted when appropriate?  (2) Are appropriate special coding made on all school bus investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?  (a) Has the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted a willingness to take such action when warranted h. Are hazardous routes or stops reported in writing to the governing board of the school district?  (1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13  (2) How many approved stops exist in the Area? Total number is not known.  i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety violations?  5. EVIDENCE/PROPERTY CONTROL  (2) Has an alternate for this position been assigned?  (3) Who is the evidence/property supervisor? Sergeant B. Heflin, Area Administrative Officer Manual?		✓ Yes	☐ No
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(4) Adequate supply of the five variations of both the driver and first aid tests on hand?  (5) Who reviews the tests with the applicants? Officer M. Sorg. ID #12477.  (6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-cord officer officer of knowledge, skill, and self-cord officer			
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(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13  (2) How many approved stops exist in the Area? Total number is not known.  i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety reviolations?  5. EVIDENCE/PROPERTY CONTROL  a. Has the Area commander demonstrated an interest in the proper control of evidence and property?  (1) Who has been assigned by the commander as the evidence/property officer? Officer M  (2) Has an alternate for this position been assigned?  (3) Who is the evidence/property supervisor? Sergeant B. Heflin, Area Administrative Officer b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Ev Manual?	1?	☑ Yes	□No
(2) How many approved stops exist in the Area? Total number is not known.  i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety in violations?  5. EVIDENCE/PROPERTY CONTROL  a. Has the Area commander demonstrated an interest in the proper control of evidence and property?  (1) Who has been assigned by the commander as the evidence/property officer? Officer M  (2) Has an alternate for this position been assigned?  (3) Who is the evidence/property supervisor? Sergeant B. Heflin, Area Administrative Officer b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Ev Manual?		☑ Yes	☐ No
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violations?  5. EVIDENCE/PROPERTY CONTROL  a. Has the Area commander demonstrated an interest in the proper control of evidence and property?  (1) Who has been assigned by the commander as the evidence/property officer?  Officer M  (2) Has an alternate for this position been assigned?  (3) Who is the evidence/property supervisor? Sergeant B. Heflin, Area Administrative Officer b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Ev Manual?			
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<ul><li>(3) Who is the evidence/property supervisor? Sergeant B. Heflin, Area Administrative Officer</li><li>b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Ev Manual?</li></ul>	1. Valdez, I	ID #13022.	
<ul><li>(3) Who is the evidence/property supervisor? Sergeant B. Heflin, Area Administrative Officer</li><li>b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Ev Manual?</li></ul>			
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Ev Manual?		☑ Yes	☐ No
Manual?	er.		
(1) Does the supervisor fully understand his/her responsibilities?	ridence	☑ Yes	☐ No
		☑ Yes	☐ No
(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inv	ventories?	☑ Yes	☐ No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for	evidence?	√ Yes	□No
(a) Is the system adequate?		√ Yes	☐ No

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS CHP 453Q (Rev. 6-06) OPI 009 (3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active? √ Yes No √ Yes □ No (4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9? (5) Has all serialized property been entered in to the Automated Property System and Automated Firearms √ Yes □ No System? √ Yes □ No (a) Are entered items canceled when the property is no longer in CHP possession? ☐ No √ Yes (6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances? c. Have procedures been examined for retaining and disposing of: √ Yes □ No Evidence. √ Yes ☐ No (2) Property. √ Yes ☐ No (3) Weapons. √ Yes □ No (4) Controlled substances. √ Yes ☐ No (5) Alcoholic beverages. √ Yes □ No (6) License plates. √ Yes □ No (7) Money. Has unclaimed property of value been picked up by the Department of General Services, Material Services √ Yes □ No Section, for storage and disposal after it has been held for 30 days? √ Yes □ No (1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed? √ Yes ☐ No e. Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed? √ Yes ☐ No (1) Is the system adequate? √ Yes ☐ No (2) Is there a suspense system? √ Yes □ No Are all items properly identified? ☐ No √ Yes (4) Are accurate records kept on weapons and controlled substances which have been disposed of? √ Yes □ No (a) Do Area records compare accurately with court records? No √ Yes f. Are periodic audits completed to ensure integrity of the property system? √ Yes ☐ No (1) Has a semiannual audit of the property system been conducted? √ Yes □ No (2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual? (a) Have more frequent audits been conducted in identified problem areas? Yes √ No V Yes No q. Have inventories been conducted periodically to ensure integrity of the system? √ Yes □ No h. Is security adequate? √ Yes ☐ No (1) Is a security log maintained in the property room? (a) Is this log used to document entry into the property room by anyone other than the evidence/property No √ Yes √ Yes □ No (b) Has the evidence/property officer or supervisor been present with everyone entering the room?

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#### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

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HP 4	53Q	Rev. 6-06) OPI 009		
	(2)	How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers?	2).	
		(a) Is the distribution of the keys according to policy?	☑ Yes	☐ No
	(3)	Is the evidence/property officer other than the court officer?	Yes	☑ No
		(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?	☑ Yes	☐ No
	(4)	Is the property room accessible by repair/maintenance personnel?	Yes	☑ No
		(a) Is the room accessible by repair/maintenance personnel?	Yes	☑ No
		(b) Is there a false ceiling?	Yes	☑ No
		(c) Are door hinges on the inside of the room?	Z] Yes	☐ No
		(d) Are any items which require access by other than the evidence/property officer stored in the room?	Yes	☑ No
		(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?	Z Yes	☐ No
		(If not, have steps been initiated to correct the problem?)	Yes	☐ No
	(5)	Are pass-through type temporary storage lockers secured from the inside to prevent entry?	☑ Yes	☐ No
		(a) Is evidence left in these lockers for no more than one day?	Yes	☑ No
	(6)	Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?	☑ Yes	No
		(a) Have any internal investigations been initiated by Area for any such incidents?	Yes	☑ No
С	OLL	SIGN INVESTIGATION FOLLOW LIP	CORRECTED N/A	
a.	Doe	s the Area have an Al officer?	☑ Yes	☐ No
b.	Wh	o is responsible for supervising the officer? Sergeant, B. Heflin, Area Administrative Officer.		
c.	Hov	much time is allocated to the position? Currently, four hours per day.		
	(1)	Is time allocated sufficient?	Yes	☑ No
d.	Doe	s the collision investigation follow-up officer have a job description?	☑ Yes	☐ No
	(1)	Is it current?	☑ Yes	☐ No
	(2)	What are the officer's duties? Reviews all traffic collisions generated in the Area and makes sure the reports	are in com	pliance
		with the C.I.M. HPM 40.50. Coordinates with other Areas for Hit and Run follow up.		
e.	Doe	s the officer understand special reporting requirements?	√ Yes	☐ No
f.	Doe	the officer have training or special qualifications that complement the position?	√ Yes	☐ No
g.	ls t	e officer available to respond to accidents to provide technical assistance?	√ Yes	☐ No
h.	Do	es the officer identify training needs and discuss them with his/her supervisor?	√ Yes	☐ No
E.	Doe	s the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?	√ Yes	□No
	Doe	the officer have other duties, if so, what are they?	√ Yes	☐ No
	The	Collision Review Officer also maintains the Area's LAN/MDCsystems and SSP program. He also is back-up	to Area Co	urt Office
	_			

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STATE OF CALIFORNIA DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

7	DURT LIAISON OFFICER	EVALUATED	ACTION REQUIRED	CORRECTED	
_		Yes	No	N/A	
a.	Does the Area have an officer assigned court liaison duties?			☑ Yes	∐ No
b.	Who supervises the officer? Sergeant B. Heflin, Area Adminis	strative Officer.			
C.	How much time is allocated to the position? Currently, four ho	ours per day.			
d.	Does the officer have a job description?			✓ Yes	☐ No
	(1) Is it accurate?			☑ Yes	☐ No
	(2) When was it last revised? May 2008.				
	(3) What are the officer's duties? See Narrative,		•		
e.	Does he/she have responsibilities for prisoner arraignment?			Yes	☑ No
f.	Does the officer command respect of his/her peer group?			√ Yes	☐ No
g.	Is the court officer involved in the DUI Cost Recovery Program?	?		Yes	☑ No
h.	Does the officer initiate a CHP 735, Incident Response Reimbu	ırsement Statemen	t?	Yes	☑ No
	(1) Does the officer(s)' times on the CHP 735 correspond to the Field Record?	ne times indicated o	on his/her CHP 415, Daily	☐ Yes	☑ No
	(2) Does the officer(s) maintain a log?			Yes	☑ No
	(3) Does the officer(s) forward the form to Fiscal Management	Section after dispo	osition?	Yes	☑ No
i.	How may courts are within the Area's jurisdiction? One (1).				
j.	Does the officer deal with more than one district attorney's (DA)	office?		Yes	☑ No
k.	Does the officer have other duties?			☑ Yes	☐ No
	(1) If so, what are the other duties? He is the Area's Evidence	ce Officer and the A	Asset Forfeiture Coordinato	r. He conducts	the annual
	ambulance inspections				
8. A	ASSET FORFEITURE (AF) OFFICER	Yes	ACTION REQUIRED No	CORRECTED N/A	
a.	Does the Area have an officer assigned as AF coordinator?			☑ Yes	☐ No
b.	Does the officer have current job description?				☐ No
С.	Is he/she familiar with HPM 81.5, Drug Programs Manual?			☑ Yes	☐ No
d.	Is Area coordinator logging AF cases separate from evidence?	)		☑ Yes	☐ No
е.	Is there a process in place to ensure proper disposition of AF is	tems?		√ Yes	☐ No
f.	Does Area's log agree with the Field Services Section (FSS) an	nd Division log?		√ Yes	☐ No
	(1) If not, why not? N/A				
_					
g.	Is the disposition of cases supported by documentation such a distribution memorandum?	is arrest reports, co	ourt order, and AF	☑ Yes	☐ No

STATE OF CALIFORNIA
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#### AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

	453Q (R	ev. 6-06) OPI 009		<del></del>				
	Has t	ne Area seized any vehicles under AF?	Yes	☑ No				
	(1) I	so, does the AF coordinator know where the vehicles are located and their current disposition?	Yes	☐ No				
i.	is the	Franchise Tax Board notified of all seizures valued at \$5,000 or more?	☑ Yes	☐ No				
j.	Does	the AF coordinator complete a misscreen 50?	Yes	☑ No				
k	. Does	Area notify Division of all vehicle/boat/plane seizures?	Yes	☐ No				
l.	ls Fle	et Operations Section notified?	Yes	☐ No				
n	n. Are	Ill vehicles stored safely and properly protected from inclement weather?	Yes	☐ No				
n		orge sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bank fekeeping?	√ Yes	□No				
0	. Are la	rge sums of cash deposited in a departmental interest-bearing bank account designated for AF?	✓ Yes	☐ No				
p	. Wha	is the procedure in handling monetary AF awards (checks from the DA)?  This is coordinated by	the Area Co	mmander.				
q		check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper cations to FSS and the Division AF coordinator?	☑ Yes	☐ No				
9. 5	PECIA	LIZED VEHICLES EVALUATED ACTION REQUIRED NO.	CORRECTED N/A					
а	. Oper	Operation and Inspection						
	(1)	s there an officer assigned to oversee the operation of specialized vehicles within the Area?	✓ Yes	☐ No				
		(a) Who supervises the officer(s)? Sergeant B. Heflin, Area Administrative Officer.						
		b) How much time is allocated? Two hours per day for tow trucks, Ambulance on an as needed basis.						
	(2)	Does the officer have a job description?	✓ Yes	☐ No				
		a) Is it accurate?	☑ Yes	□No				
		b) When was it last revised? May 2008.						
		Oo officers understand policy concerning permits, licensing, inspections, and regulations pertaining to pecialized vehicles?	√ Yes	☐ No				
	(4)	ow Trucks						
		a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	√ Yes	☐ No				
			V Tes					
		b) Do files contain current contracts and inspection forms?	✓ Yes	☐ No				
				□ No				
		b) Do files contain current contracts and inspection forms?	☑ Yes					
	ı	b) Do files contain current contracts and inspection forms? c) Are there any recent complaints? d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative	☑ Yes	☐ No				
		b) Do files contain current contracts and inspection forms? c) Are there any recent complaints? d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	☑ Yes	☐ No				

#### ADEA MANAGEMENT EVALUATION

	(Rev. 6-06) OPI 009  (h) Who conducts annual tow meetings? The Area Tow Officer, in association of the Area's Manage	ement Staff.	
	1 Does the commander attend?	✓ Yes	
	2 Is an agenda prepared?	√ Yes	
	3 Are minutes prepared and circulated for review?	Yes	<b></b>
	4 When was the last annual meeting? August 2007		
	(i) Are rotation and sector assignment procedures clearly established?		
	(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list?		
	Both Field personnel and the dispatch center are notified of such occurrences via a briefing item.		
	(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	☑ Yes	
(5)	Ambulances		
	(a) Who is responsible for overseeing the operation of ambulances within the Area? Officer	M. Valdez, ID #1	3022.
	(b) Is the officer familiar with licensing, permits, and inspections as noted in the Licenses and Permits Manual, HPM 82.1, and Vehicle Equipment Inspection Guide, HPG 83.2?	; ☑ Yes	
,	(c) Are ambulances periodically inspected to verify compliance with the California Vehicle Code and Title 13, California Code of Regulations?	√ Yes	
	(d) Are complaints received at Area investigated and documented?	√ Yes	
	(e) If ambulances are removed from service, is there any branch of county government that requests notification?	Yes	$\square$
	$\underline{1}$ If so, how is this done? N/A		
	(f) Are ambulance inspection forms in file current?	☑ Yes	
(6)	Armored Vehicles		
	(a) Does the Area make initial inspections, CHP 363, on armored vehicles which may be based in the Area?	Yes	
	(b) What impact on the Area workload do these inspections have? None.		
(7)	Authorized Emergency Vehicles (AEV)		

Yes

N/A

No

#### AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

	If the Department currently has an active CRFR program, do attempts by California residents to avoid payment of licensing			Yes	□No
	(1) Who supervises the officer? Sergeant B. Heflin, Area	a Administrative Offic	cer.		
	(2) Is sufficient time allocated for this program?			✓ Yes	☐ No
	(3) Does the officer have a job description?			✓ Yes	☐ No
	(a) Is it accurate?			✓ Yes	☐ No
b.	Does the Area program follow the guidelines in the Registrat	tion Enforcement Man	ual, HPM 82.5, Chapter 3?	✓ Yes	☐ No
c.	Are suspected violations documented on Registration 69 for Registration Compliance Unit?	ms locally processed,	or sent to the DMV	√ Yes	☐ No
	(1) If locally processed, are CHP 215s, Notice to Appear, is registration is due?	sued when it is establ	ished that California	☑ Yes	☐ No
d.	Is the CRFR officer aware that the rules of evidence pertaini of this type?	ng to search and seiz	ure apply to violations	☑ Yes	□No
e.	Does the Area report significant statistics to Division by com	m-net by the 10th of e	each month?	√ Yes	☐ No
f.	Does the degree of compliance gained or the actual revenue continuance?	e collected as a result	of the program justify its	☑ Yes	☐ No
11. (	GENERAL SUPPORT	Yes Yes	ACTION REQUIRED No	CORRECTED N/A	=
	Is an officer assigned to general support including violation of	clearance and counter	officer?	√ Yes	☐ No
20					
b.			cer. He also assists the Area		with
	What additional duties does he/she perform? He is a subpoena issues and facility concerns.			Court Officer	
	What additional duties does he/she perform? He is a subpoena issues and facility concerns.  Is there a job description?			Court Officer  V Yes	□No
	What additional duties does he/she perform? He is a subpoena issues and facility concerns.  Is there a job description?  (1) Is it accurate?			Court Officer	
C.	What additional duties does he/she perform? He is a subpoena issues and facility concerns.  Is there a job description?  (1) Is it accurate?  (2) When was it last revised? May 2008.	the Area's CRFR Offi		Court Officer  V Yes	□ No
c.	What additional duties does he/she perform? He is a subpoena issues and facility concerns.  Is there a job description?  (1) Is it accurate?  (2) When was it last revised? May 2008.  How much time is allocated to this position? Eight (8) he	the Area's CRFR Office	cer. He also assists the Area	Court Officer  V Yes V Yes	□ No
d.	What additional duties does he/she perform? He is a subpoena issues and facility concerns.  Is there a job description?  (1) Is it accurate?  (2) When was it last revised? May 2008.	the Area's CRFR Office	cer. He also assists the Area	Court Officer  V Yes	□No
d.	What additional duties does he/she perform? He is a subpoena issues and facility concerns.  Is there a job description?  (1) Is it accurate?  (2) When was it last revised? May 2008.  How much time is allocated to this position? Eight (8) he with minimal instruction, could this position be handled by li	ours per day. imited duty personnel EVALUATED Yes	cer. He also assists the Area  ACTION REQUIRED	Court Officer  V Yes  V Yes  CORRECTED	□ No
c. d. e.	What additional duties does he/she perform? He is a subpoena issues and facility concerns.  Is there a job description?  (1) Is it accurate?  (2) When was it last revised? May 2008.  How much time is allocated to this position? Eight (8) he with minimal instruction, could this position be handled by light AREA TRAINING OFFICER	ours per day. imited duty personnel EVALUATED Yes officer?	cer. He also assists the Area  ACTION REQUIRED	Court Officer  Yes Yes Yes CORRECTED N/A	□ No □ No
d. e. 112. /	What additional duties does he/she perform? He is a subpoena issues and facility concerns.  Is there a job description?  (1) Is it accurate?  (2) When was it last revised? May 2008.  How much time is allocated to this position? Eight (8) he with minimal instruction, could this position be handled by light AREA TRAINING OFFICER  Does the Area have an officer assigned as the Area training	ours per day, imited duty personnel EVALUATED Yes officer?	cer. He also assists the Area  Action Required  No	Court Officer  Yes Yes Yes CORRECTED N/A	□ No □ No
d. e. 112. /	What additional duties does he/she perform? He is a subpoena issues and facility concerns.  Is there a job description?  (1) Is it accurate?  (2) When was it last revised? May 2008.  How much time is allocated to this position? Eight (8) he with minimal instruction, could this position be handled by light AREA TRAINING OFFICER  Does the Area have an officer assigned as the Area training How much time is allocated to this position? 4 hours per experience.	ours per day, imited duty personnel EVALUATED Yes officer?	cer. He also assists the Area  Action Required  No	Court Officer  Yes Yes Yes CORRECTED N/A	□ No □ No
c. d. e. 12. 1 a. b. c.	What additional duties does he/she perform? He is a subpoena issues and facility concerns.  Is there a job description?  (1) Is it accurate?  (2) When was it last revised? May 2008.  How much time is allocated to this position? Eight (8) he with minimal instruction, could this position be handled by light AREA TRAINING OFFICER  Does the Area have an officer assigned as the Area training How much time is allocated to this position? 4 hours per eight with the supervises the officer? Sergeant B. Heflin, Area A	ours per day, imited duty personnel EVALUATED Yes officer?	cer. He also assists the Area  Action Required  No	Court Officer  Yes Yes Yes Corrected N/A Yes	□ No □ No □ No
c. d. e. 12. 1 a. b. c.	What additional duties does he/she perform? He is a subpoena issues and facility concerns.  Is there a job description?  (1) Is it accurate?  (2) When was it last revised? May 2008.  How much time is allocated to this position? Eight (8) he with minimal instruction, could this position be handled by light AREA TRAINING OFFICER  Does the Area have an officer assigned as the Area training How much time is allocated to this position? 4 hours per eight who supervises the officer? Sergeant B. Heflin, Area A Does the officer have a job description?	ours per day, imited duty personnel EVALUATED Yes officer?	cer. He also assists the Area  Action Required  No	Court Officer  Yes Yes Yes Corrected N/A Yes	□ No □ No □ No

#### AREA MANAGEMENT EVALUATION

**SPECIAL FUNCTIONS** 

-	What training has been provided to the officer? The Area Training Officer has received Department range	ge training, we	eapons
	training (pistol, rifle and shot gun). OST instructor training, TASER instructor training, less lethal instructor training	aining, to nam	e a few.
	Has he/she been trained as a Department instructor?	✓ Yes	□ No
		✓ Yes	□ No
1.	Is the officer certified as an officer safety training instructor?		
J.	Has he/she attended the Department's weapons/range officer training?	✓ Yes	∐ No
k.	Is the officer qualified to train employees to use tactical rifles?	☑ Yes	☐ No
l.	Is the officer a CPR instructor?	Yes	☑ No
m.	. What role does the officer have in developing and/or presenting Area training programs? Ensures Are	ea maintains a	dequate
	supplies necessary for training. Conducts and coordinates Area PMA training and re-certification of Area pers	sonnel and PM	A
	instructors. Maintains and updates all training records for Area personnel. Requisitions and inspects all enforcements	cement equipn	nent and
	maintains CHP 311 forms. Responsible for the briefing and processing of new Area personnel.		
n.	Does the officer keep Area informed of officers deficient in training or those who have superior performance?	√ Yes	☐ No
0.	Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?	Yes	☑ No
p.	Does the officer assist in reviewing injuries to personnel resulting from arrest situations?	Yes	☑ No
	Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?	☑ Yes	☐ No
- r.	Is the officer responsible for performing range maintenance?	☑ Yes	☐ No
s.	What other duties or assignments does the training officer have? He is also the School Bus Officer.	He does PAS	and EPAS
S.	What other duties or assignments does the training officer have?  He is also the School Bus Officer.  maintenance and performs SSP Warrant Service.	He does PAS	and EPAS
S.		He does PAS	S and EPAS
s.		He does PAS	S and EPAS
		CORRECTED N/A	S and EPAS
	maintenance and performs SSP Warrant Service.	CORRECTED	and EPAS
13. L	maintenance and performs SSP Warrant Service.  EVALUATED N/A ACTION REQUIRED N/A	CORRECTED N/A	
13. L	maintenance and performs SSP Warrant Service.  EVALUATED N/A  Does the Area currently have limited duty personnel assigned?	CORRECTED N/A	
13. L	maintenance and performs SSP Warrant Service.  EVALUATED N/A  Does the Area currently have limited duty personnel assigned?	CORRECTED N/A	
13. L	maintenance and performs SSP Warrant Service.  EVALUATED N/A ACTION REQUIRED N/A  Does the Area currently have limited duty personnel assigned?  (1) What are their classifications, and what duties are they assigned?	CORRECTED N/A	
13. L	maintenance and performs SSP Warrant Service.  EVALUATED N/A ACTION REQUIRED N/A  Does the Area currently have limited duty personnel assigned?  (1) What are their classifications, and what duties are they assigned?  Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of	CORRECTED N/A Yes	□ No
13. L	maintenance and performs SSP Warrant Service.  EVALUATED N/A ACTION REQUIRED N/A  Does the Area currently have limited duty personnel assigned?  (1) What are their classifications, and what duties are they assigned?  Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?	CORRECTED N/A Yes	□ No
13. L a. b.	maintenance and performs SSP Warrant Service.    EVALUATED   N/A   ACTION REQUIRED   N/A   N/A	CORRECTED N/A  Yes  Yes	□ No □ No □ No

# AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

	Are limited duty personnel having public contact appropriately at	ttired?		Yes	☐ No
14. 5	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED Yes	ACTION REQUIRED	CORRECTED N/A	
——— а.	Does the Area have personnel assigned to special projects or ta		No	✓ Yes	☐ No
b.	Is the position full time or on an on-call basis?			√ Yes	☐ No
C.	If full time, is the assignment for a specified number of weeks or	months?		Yes	☐ No
d.	What are the duties/responsibilities of the officer? The o	fficer in this position is	assigned to R.A.I.D., a	Riverside Co	unty
	auto-theft task force administered by Inland Division CHP. Nev	ertheless, this position p	rovides assistance to the	e Area by pro	viding
	guidance and undercover capabilities with felony investigations	and the preparation of se	earch warrants. Also ass	sists with late	nt evidence
	gathering. He is assigned full time to this task force and is on ca	all from time to time.			
e.	Who supervises the officer? Sergeant P. Crescenti is his loc	al Area Supervisor/Liais	on.		
f.	How does he/she account for his/her time? Daily active	rity is reviewed and app	roved at the Area. Wor	rk assignment	ts and case
	load is managed by R.A.I.D.'s management staff.				
g.	What is the selection criteria for the assignment?				
h.	Has the Area member contributed to the success or mission of t	the team or task force?		☑ Yes	☐ No
i.	Where coordination is appropriate with the Division Investigative regarding activities?	Services Unit, is there	ongoing discussion	✓ Yes	☐ No
j.	Is there a Memorandum of Understanding (MOU) on file?			Yes	☑ No
k.	Is the special assignment on a reimbursable contract?			Yes	☑ No
	(1) If so, is the contract being followed?			☐ Yes	☑ No

#### 3. VEHICLE IDENTIFICATION NUMBER PROGRAM

- b.(3) While there is no designated back up to the VIN Officer, the Area has several unformed employees that have been previous VIN Officers, which could handle the requisite tasks in an urgent situation.
- c.(1)(b) The convenience of owners is considered whenever possible.

#### 4. SCHOOL PUPIL TRANSPORTATION SAFETY

- b.(5) Currently, the School Pupil Transportation Safety Officer is allocated as a half time position. Like many other CHP Areas in the State, population growth, development, and the subsequent increased use of the State/County transportation system has heighten the demand for departmental services within this Command. Likewise, the number of school buses and drivers has increased significantly over the years. In the early 1980's, the number of school buses in the Coachella Valley was approximately 50. Today, it is about 450. Obviously, this is no longer a half time position. Thus, the Area should begin petitioning for an additional non-uniformed position to be added to the Area's organizational chart and an increase in its School Pupil Transportation Safety Program time allocation.
- d. The School Pupil Transportation Safety Officer has attended the requisite classes offered by the Department.

#### 7. COURT LIAISON OFFICER

d.(3) The Officer is the liaison between the Department and the local courts and the District Attorney. He provides control and direction of the logging and processing of the CHP Arrest-Investigation reports and all DMV reports having to do with Admin-Per-Se. He also files complaints with the courts and the District Attorney's Office.

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Capistrano	Border	690
EVALUATED BY		DATE
Sgt. S. Doumas,	#11027	06/24/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION		SUSPENSE DATE			
	rmal Evaluation	06/30/2008			
FOLLOW-UP REQUIRED	Correction Report	COMMANDER'S REVIEW		DATE	
☐ Yes   ☑ No	BY			06/25/200	8
1. GENERAL		EVALUATED	ACTION REQUIRED	CORRECTED	
I, GENERAL		Yes	No	N/A	
a. Are special duty assignments	s minimized?			√ Yes	☐ No
(1) Is maximum efficiency a	ttained?			☑ Yes	☐ No
(2) Are there any special du	ty functions which could be perform	med by a beat officer or ot	her support personnel?	Yes	☑ No
b. Are assigned duties consiste	nt with the job description?			☑ Yes	☐ No
(1) Could duties be combined	ed with another special duty assign	ment for efficiency?		Yes	☑ No
(2) Which special duty office					
c. How are individuals for specia	al duty assignments selected?	The officers are inter	viewed by the Lieutena	nt and Admi	inistrative
Sergeant. All recommendation	ons are forwarded to the Area Cor	nmander for review and a	pproval on suggested se	elections.	
(1) Are special duty opportur	nities open to all officers?			☑ Yes	☐ No
(2) Does selection contribute	e to attainment of affirmative action	n goals?		✓ Yes	☐ No
d. Can the special duty supervis	or describe the duties and workloa	ad of the special duty pers	onnel?	☑ Yes	☐ No
(1) Upon what criteria are sp	ecial duty personnel evaluated?	Manager(s) and	Supervisor(s) personal	observations	of work
performance and comple	etion of all documentation associate	ted with the special duty a	ssignments or collatera	l duties.	
(2) Are special duty officers i	held accountable for their time and	performance?		✓ Yes	☐ No
(3) How is the special duty of	fficer's time planned? Are weekly	itineraries provided to the	supervisor?		☐ No
e. Do the commander and mana	gement team have an active intere	est in special duty progran	ns?		☐ No
(1) Is time taken by the comr	nander to discuss activities and po	otential problems?		√ Yes	☐ No
2. VEHICLE THEFT		Yes Yes	ACTION REQUIRED No	corrected N/A	
a. What is the scope of the Area	's Vehicle Theft Program?	Area does not have st	affing for a full time au	to theft prog	ram. All
vehicle theft efforts are gener	ated by the Area's V.I.N. and field	l officers. No responses f	or questions "C" to "E"	- Not Applie	cable
b. Are there open lines of commi	unication with the Division vehicle t	theft coordinator?		☑ Yes	☐ No
(1) Is the commander aware	of how to obtain assistance from the	ne Division or Headquarte	rs coordinators?	☑ Yes	☐ No

### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

(2) Who is authorized to request assistance from vehicle theft coordinators? Managers, supervisor	rs, V.I.N. officer	s, field
officers with supervisor's approval		
c. Is the program effective?	Yes	□ No
(1) Vehicle theft recovery goals established?	Yes	□ N
(2) Goals attained?	Yes	□ N
(3) How does the current number of stolen and recovered vehicles compare to prior time periods?		
(4) Are work hours dedicated to the program appropriate?	Yes	
(5) Do beat officers and supervisors have an interest in the program?	Yes	N
d. Is the program supported by district/city attorneys and the courts?	Yes	N
(1) Has the program been discussed with them?	Yes	□ No
(2) What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges	?	
e. Do the commander and management team take a personal interest in the program?	_ Yes	□ N
(1) What guidance and direction is provided?		
. Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?	✓ Yes	
Are supervisors knowledgeable of the scope of the vehicle theft problem within the Area?  (1) Do they have an idea of the number of thefts and recoveries in the Area?	✓ Yes  ✓ Yes	
(1) Do they have an idea of the number of thefts and recoveries in the Area?	☑ Yes	
<ul><li>(1) Do they have an idea of the number of thefts and recoveries in the Area?</li><li>(2) Are they knowledgeable of the Department's Vehicle Theft Program?</li></ul>	✓ Yes	□ No
<ul><li>(1) Do they have an idea of the number of thefts and recoveries in the Area?</li><li>(2) Are they knowledgeable of the Department's Vehicle Theft Program?</li><li>(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?</li></ul>	✓ Yes ✓ Yes ✓ Yes	□ No
<ul> <li>(1) Do they have an idea of the number of thefts and recoveries in the Area?</li> <li>(2) Are they knowledgeable of the Department's Vehicle Theft Program?</li> <li>(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?</li> <li>(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?</li> </ul>	✓ Yes ✓ Yes ✓ Yes ✓ Yes	
<ul> <li>(1) Do they have an idea of the number of thefts and recoveries in the Area?</li> <li>(2) Are they knowledgeable of the Department's Vehicle Theft Program?</li> <li>(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?</li> <li>(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?</li> <li>(5) Do they give guidance and direction?</li> </ul>	✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes ✓ Yes	<ul><li>□ No</li><li>□ No</li><li>□ No</li></ul>
<ul> <li>(1) Do they have an idea of the number of thefts and recoveries in the Area?</li> <li>(2) Are they knowledgeable of the Department's Vehicle Theft Program?</li> <li>(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?</li> <li>(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?</li> <li>(5) Do they give guidance and direction?</li> <li>(6) Do they demonstrate an interest in the program?</li> <li>(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?</li> </ul>	✓ Yes	No
<ol> <li>(1) Do they have an idea of the number of thefts and recoveries in the Area?</li> <li>(2) Are they knowledgeable of the Department's Vehicle Theft Program?</li> <li>(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?</li> <li>(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?</li> <li>(5) Do they give guidance and direction?</li> <li>(6) Do they demonstrate an interest in the program?</li> <li>(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?</li> </ol>	✓ Yes	<ul><li>□ No</li><li>□ No</li><li>□ No</li><li>□ No</li><li>□ No</li><li>□ No</li><li>□ No</li></ul>
<ol> <li>(1) Do they have an idea of the number of thefts and recoveries in the Area?</li> <li>(2) Are they knowledgeable of the Department's Vehicle Theft Program?</li> <li>(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?</li> <li>(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?</li> <li>(5) Do they give guidance and direction?</li> <li>(6) Do they demonstrate an interest in the program?</li> <li>(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?</li> <li>Is vehicle theft education/training provided by Area?</li> </ol>	✓ Yes	No
<ol> <li>(1) Do they have an idea of the number of thefts and recoveries in the Area?</li> <li>(2) Are they knowledgeable of the Department's Vehicle Theft Program?</li> <li>(3) Are they knowledgeable of vehicle theft identification inspection procedures and techniques?</li> <li>(4) Are they familiar with Vehicle Identification Number (VIN) systems and identification procedures?</li> <li>(5) Do they give guidance and direction?</li> <li>(6) Do they demonstrate an interest in the program?</li> <li>(7) Do they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity Summary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?</li> <li>Is vehicle theft education/training provided by Area?</li> <li>(1) Are training aids used?</li> </ol>	✓ Yes	<ul> <li>□ No</li> </ul>

STATĘ OF CALIFORNIA

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### AREA MANAGEMENT EVALUATION

SPECIAL FU	NCTIONS	
CHP 4530 /Rev	6-06) OPI 009	

CITI	4000	2 (Nev. 0-00) 011 003				
	(5	) Are officers and supervisors proficient in locating and deco	ding VINs?		☑ Yes	☐ No
ŀ	n. Ha	ave any Area officers earned the Department's 10851 Award?			☑ Yes	☐ No
	(1)	Have any officers qualified for the Master 10851 Award?		Yes	☑ No	
	(2)	How are awards presented? Presentations are conducted	d at Area training d	lays to ensure maximum att	endance.	
	(3)	Is the 10851 Award Program used to enhance interest in the	e Area's Vehicle Th	eft Program?	√ Yes	☐ No
	(4)	Are Area/Division recovery statistics posted in a manner wh	ich could boost ent	husiasm for the program?	☑ Yes	☐ No
3. \	/EHIC	CLE IDENTIFICATION NUMBER PROGRAM	Yes Yes	ACTION REQUIRED NO	N/A	
a	ı. İs	the VIN program understood by beat officers?			✓ Yes	☐ No
	(1)	Does the volume of VIN referrals to the VIN officer indicate s	support by field offic	cers?	✓ Yes	☐ No
b	. Wh	no is the assigned VIN officer? Officer Michael Jackson, #1	6986			
	(1)	How was he/she trained? Officer Jackson attended f	ormal training at th	ne CHP Academy, at Area	with the previo	ous V.I.N.
		officer and Border Division Auto Theft Coordinator(s).				
		(a) Is training adequate?			☑ Yes	☐ No
	(2)	Is the VIN officer proficient?				☐ No
	(3)	Who is the alternate VIN officer? Officer Robert Rand,	#14953			
	(4)	Are VIN inspections conducted in a secure setting?			☑ Yes	☐ No
	(5)	Is Field Support Section used as a resource?			√ Yes	□No
C.	Wh	at kind of system is in place to control the VIN officer's workloa	ad? The office	er has established a weekly,	one day inspe	ection
	per	riod for each calendar month.				
	(1)	Are VIN assignments/verifications done on an appointment b	asis?		✓ Yes	☐ No
		(a) Is there an excessive backlog?	***************************************		Yes	☑ No
		(b) Is the vehicle owner's convenience a consideration?			☑ Yes	□ No
	(2)	Are field officers and employees having public contact aware	of the system used	d by the VIN officer?	✓ Yes	□ No
	(3)	Are associated documents processed promptly and submitted	d on time?		√ Yes	☐ No
d.	ls th	nere proper security for replacement VIN plates?			√ Yes	☐ No
	(1)	Are inventory controls adequate?			√ Yes	☐ No
	(2)	Are entries legible?			√ Yes	□ No
	(3)	Do records match inventories?			☑ Yes	☐ No
	(4)	Are required reports accurate and submitted properly?			✓ Yes	□No
e.	Doe	s the VIN officer use relevant information available from allied	agencies, DMV ar	nd NICB?		☐ No

#### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

f. Does VIN officer belong to any professional organizations for exchange of information, such as memberships in any type of various vehicle theft investigator's associations?						☑ No
		OOL PUPIL AND FARM LABOR (SP&FL) NSPORTATION SAFETY	Yes	ACTION REQUIRED	CORRECTED N/A	
ć		s the Area commander and management team aware of all as Program conducted in the Area?	pects of the SP&FL Tran	sportation Safety	✓ Yes	☐ No
ŀ		ooes the Area have either a uniformed SP&FL Transportation coordinator?	Officer or a nonuniformed	d School Bus Officer/	☑ Yes	☐ No
	(1	) Are Area files maintained as required by HPM 82.4, School Safety Manual?	ol Pupil and Farm Labor T	ransportation	☑ Yes	☐ No
		(a) Driver records, CHP 295, State Department of Educa	tion T-01, criminal record	information, etc.?	✓ Yes	☐ No
		(b) CHP 100E, Monthly Activity Report?			√ Yes	☐ No
				☐ No		
		✓ Yes	☐ No			
	(2	) Is the School Pupil Transportation Safety Officer/Coordinat	or proficient in performing	g assigned duties?	√ Yes	☐ No
		(a) Are duties performed in conformance with HPM 82.4, Safety Manual?	School Pupil and Farm L	abor Transportation	☑ Yes	□No
	(3	) Who is the alternate School Pupil Transportation Safety Of	ficer/Coordinator?	Officer William Barder	ıs, #14620	
	(4	) Are CHP 100Es, Monthly Activity Report, submitted in a tin	nely manner?		✓ Yes	☐ No
	(5	) Is program time properly justified?			☑ Yes	☐ No
		(a) How much time is allotted? The officer has establis	hed a weekly, one day p	rogram day for each ca	ılendar month.	
		(b) Is time sufficient to meet departmental objectives?			✓ Yes	☐ No
		(c) Is the time expended within the Area's allotment?			✓ Yes	☐ No
C.		responsibility for supervision of the School Pupil Transportati upervisor?	on Safety Program assig	ned to a specific	√ Yes	□ No
	(1)	Does the supervisor have adequate knowledge of the function	ons of the Area program	?	√ Yes	☐ No
	(2)	Does the supervisor have a copy of HPM 82.4, School Pupimanual?	l and Farm Labor Transp	ortation Safety	☑ Yes	☐ No
	(3)	Is he/she aware of the officer/coordinator's workload?			☑ Yes	☐ No
	(4)	Does the supervisor review CHP 100Es, Monthly Activity Re	eport, submitted by the of	ficer/coordinator?	✓ Yes	☐ No
d.		nat training has the School Pupil Safety Transportation Safety ended In-Service Training classes? Have a thorough, practic		Formal training at t	the CHP Acad	emy
	(1)	Departmental policy relating to the School Pupil Safety Tran	sportation Safety Progra	m?	√ Yes	☐ No
	(2)	School bus driver certification?			☑ Yes	□No
	(3)	School bus accident investigation?			☑ Yes	□No
	(4)	School bus reinspection?			☑ Yes	☐ No
	(5)	School bus routes and stops?			✓ Yes	☐ No

# AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

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7	e.	e. Does the officer/coordinator coordinate activities and information v		☑ Yes	☐ No	
		(1) Is he/she aware of the technical assistance available from Co	mmercial Vehicle Sec	tion?	☑ Yes	☐ No
	ार्	. Is there a sound procedure for scheduling and administering writte	en tests?		✓ Yes	☐ No
		(1) Are certain days selected for testing so that a maximum numb	ber of applicants can b	e tested at one time?	☑ Yes	☐ No
		(2) Who administers the test? The school bus officer himsel	f			
		(3) Is a proctor present?			☑ Yes	☐ No
		(4) Adequate supply of the five variations of both the driver and fi	rst aid tests on hand?		√ Yes	☐ No
		(5) Who reviews the tests with the applicants? The school but	us officer himself			
		(6) Is the driving test of sufficient scope to provide an adequate to	est of knowledge, skill,	and self-control?	☑ Yes	☐ No
		(7) Are driving errors discussed with the applicant?			☑ Yes	☐ No
		(8) Is the school bus transportation supervisor advised of any add	litional training needs?	)	✓ Yes	☐ No
	g.	. Does the School Pupil Safety Transportation Officer conduct on-sc	cene investigations?		Yes	☑ No
		(1) Are follow-up investigations conducted when appropriate?			√ Yes	□ No
		(2) Are appropriate special coding made on all school bus investig	gations?		✓ Yes	☐ No
		(3) Does the officer/coordinator review all school bus accident inverceommendations to DMV to take any warranted actions again	appropriate	☑ Yes	☐ No	
		(a) Has the officer/coordinator demonstrated a willingness to	warranted?	✓ Yes	☐ No	
	h. Are hazardous routes or stops reported in writing to the governing board of the school district?				Yes	☑ No
	(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 13?				Yes	☑ No
		(2) How many approved stops exist in the Area? Stops are e	stablished by the scho	ol districts		
	i.	Do field officers take appropriate enforcement and follow-up action violations?	for observed school p	upil safety related	☑ Yes	□No
5.	EV	UDENCE INDODEDTY CONTROL	valuated 'es	ACTION REQUIRED No	N/A	
	a.	Has the Area commander demonstrated an interest in the proper co	ontrol of evidence and	property?	☑ Yes	☐ No
		(1) Who has been assigned by the commander as the evidence/pr	roperty officer?	Eric Barnard, #14329		
		(2) Has an alternate for this position been assigned?			☑ Yes	☐ No
		(3) Who is the evidence/property supervisor? Sergeant Sperd	os Doumas, #11027			
		Does the evidence/property officer have a good understanding of the Manual?	ne requirements of HP	M 70.1, Evidence	☑ Yes	□No
		(1) Does the supervisor fully understand his/her responsibilities?			✓ Yes	☐ No
		(a) Does he/she follow the guidelines in HPM 70.1, Evidence	Manual, regarding aud	lits and inventories?	✓ Yes	☐ No
		(2) Has a system been implemented which will ensure maintenance	e of the chain of posse	ession for evidence?	∀es	☐ No
		(a) Is the system adequate?			✓ Yes	☐ No

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#### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

	(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	✓ Yes	☐ No
	(4) Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	☑ Yes	☐ No
·	(5) Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	☑ Yes	☐ No
	(a) Are entered items canceled when the property is no longer in CHP possession?	✓ Yes	☐ No
-	(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	☑ Yes	□ No
С	. Have procedures been examined for retaining and disposing of:		
	(1) Evidence.	☑ Yes	□No
	(2) Property.	☑ Yes	☐ No
	(3) Weapons.	✓ Yes	☐ No
	(4) Controlled substances.	☑ Yes	☐ No
	(5) Alcoholic beverages.	✓ Yes	☐ No
	(6) License plates.	√ Yes	☐ No
	(7) Money.	✓ Yes	☐ No
d	. Has unclaimed property of value been picked up by the Department of General Services, Material Services Section, for storage and disposal after it has been held for 30 days?	✓ Yes	☐ No
	(1) Is proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	☑ Yes	☐ No
е.	Has the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	✓ Yes	☐ No
	(1) Is the system adequate?	✓ Yes	☐ No
	(2) Is there a suspense system?	✓ Yes	☐ No
	(3) Are all items properly identified?	✓ Yes	☐ No
	(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	✓ Yes	☐ No
	(a) Do Area records compare accurately with court records?	✓ Yes	☐ No
f.	Are periodic audits completed to ensure integrity of the property system?	☑ Yes	☐ No
	(1) Has a semiannual audit of the property system been conducted?	☑ Yes	☐ No
	(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	✓ Yes	☐ No
	(a) Have more frequent audits been conducted in identified problem areas?	☑ Yes	□ No
g.	Have inventories been conducted periodically to ensure integrity of the system?	√ Yes	☐ No
h.	Is security adequate?	√ Yes	☐ No
	(1) Is a security log maintained in the property room?	√ Yes	☐ No
	(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	√ Yes	□ No
	(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	√ Yes	☐ No

#### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

	(2)		w many sets of keys are there to the evidence/property ckers?	room and the temporary		2 room keys, 1	ea. locker
		(a)	Is the distribution of the keys according to policy?			✓ Yes	☐ No
	(3)	ls t	he evidence/property officer other than the court officer?	,		√ Yes	☐ No
		(a)	Is the evidence/property officer other than a field office	r or an officer involved i	n collecting evidence?	Yes	☐ No
	(4)	ls t	he property room accessible by repair/maintenance pers	sonnel?		Yes	☑ No
		(a)	Is the room accessible by repair/maintenance personn	el?		☐ Yes	☑ No
		(b)	Is there a false ceiling?			Yes	☑ No
		(c)	Are door hinges on the inside of the room?			☑ Yes	☐ No
		(d)	Are any items which require access by other than the	vidence/property officer	stored in the room?	☐ Yes	☑ No
X	(e) Does Area's property room meet all requirements outlined in HPM 70.1, Evidence Manual?						☐ No
			(If not, have steps been initiated to correct the problem	?)		Yes	☐ No
	(5)	Are	pass-through type temporary storage lockers secured fr	om the inside to preven	t entry?	☑ Yes	□No
	(a) Is evidence left in these lockers for no more than one day?					Yes	☑ No
	(6)		rea knowledgeable of investigatory requirements in the opackages containing controlled substances?	event of any instance of	suspected tampering	✓ Yes	☐ No
		(a)	Have any internal investigations been initiated by Area	for any such incidents?		Yes	☑ No
6. 0	OLLI	1012	N INVESTIGATION FOLLOW-UP	EVALUATED	ACTION REQUIRED	CORRECTED N/A	
a.			e Area have an Al officer?	Yes	INO	✓ Yes	No
				rative Sergeant			
C.			ch time is allocated to the position? It is a full-time po				
			ne allocated sufficient?			✓ Yes	☐ No
d.		_	collision investigation follow-up officer have a job descr	iption?		√ Yes	☐ No
			current?			✓ Yes	☐ No
		-	t are the officer's duties? Review and correction of all	AI reports, AIS data er	ntries, Area statistical	reports, fatal co	ollision
		_	cing/reporting, field response on major collisions, and c				
e.	Does	the	officer understand special reporting requirements?				☐ No
f.	Does	the	officer have training or special qualifications that comple	ment the position?		√ Yes	□ No
g.	Is the	e offi	cer available to respond to accidents to provide technica	al assistance?		✓ Yes	☐ No
h.	Doe	s the	officer identify training needs and discuss them with his	s/her supervisor?		√ Yes	☐ No
i.	Does	the	officer prepare charts, graphs, or statistics that identify p	problem locations for de	ployment purposes?	☑ Yes	□No
j.	Does	the o	officer have other duties, if so, what are they?			√ Yes	☐ No
	Evid	ence	, search warrant preparation and public affairs				

# AREA MANAGEMENT EVALUATION

# SPECIAL FUNCTIONS

7.	COURT LIAISON OFFICER	EVALUATED Yes	ACTION REQUIRED	CORRECTED N/A	
8	a. Does the Area have an officer assigned court liaison duties?			√ Yes	☐ No
	Who supervises the officer? The Administrative Sergeant				
	. How much time is allocated to the position? It is a full-time p	osition			
	. Does the officer have a job description?				□No
	(1) Is it accurate?				□No
	(2) When was it last revised? 03/01/2007				
	(3) What are the officer's duties? Review and correction of	arrest reports, AI	S entries, criminal and drive	er license recor	ds checks,
	court liaison, court case filings, check blood and drug testi	ing results, discov	ery requests.		
e	. Does he/she have responsibilities for prisoner arraignment?			☑ Yes	☐ No
f.	Does the officer command respect of his/her peer group?			√ Yes	☐ No
g	Is the court officer involved in the DUI Cost Recovery Program?			√ Yes	☐ No
h	Does the officer initiate a CHP 735, Incident Response Reimbur	✓ Yes	☐ No		
	(1) Does the officer(s)' times on the CHP 735 correspond to the Field Record?	times indicated o	n his/her CHP 415, Daily	√ Yes	□ No
	(2) Does the officer(s) maintain a log?			✓ Yes	☐ No
	(3) Does the officer(s) forward the form to Fiscal Management S	Section after dispo	sition?	✓ Yes	☐ No
i.	How may courts are within the Area's jurisdiction? 3				
j.	Does the officer deal with more than one district attorney's (DA) o	ffice?		☑ Yes	☐ No
k.	Does the officer have other duties?			✓ Yes	☐ No
	(1) If so, what are the other duties? Tax seizure, asset forfeit.	ıre, tow/ambulanc	e inspection, back-up to Al	review.	
В. А	SSET FORFEITURE (AF) OFFICER	Yes	No No	CORRECTED N/A	
a.	Does the Area have an officer assigned as AF coordinator?			✓ Yes	☐ No
b.	Does the officer have current job description?			√ Yes	☐ No
C.	Is he/she familiar with HPM 81.5, Drug Programs Manual?			√ Yes	☐ No
d.	Is Area coordinator logging AF cases separate from evidence?			☑ Yes	☐ No
е.	Is there a process in place to ensure proper disposition of AF item	ns?		√ Yes	☐ No
f.	Does Area's log agree with the Field Services Section (FSS) and I	Division log?		√ Yes	☐ No
	(1) If not, why not?				
g	Is the disposition of cases supported by documentation such as a distribution memorandum?	rrest reports, cour	t order, and AF	✓ Yes	□No

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SPECIAL FUNCTIONS

CHD	453Q	/Day	6.061	OPI	nna
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ŀ	h. Has the Area seized any vehicles under AF?	☐ Yes	☑ No
	(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	Yes	□No
i	i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	☑ Yes	□No
j	j. Does the AF coordinator complete a misscreen 50?	✓ Yes	□No
k	k. Does Area notify Division of all vehicle/boat/plane seizures?	☑ Yes	□No
I.	I. Is Fleet Operations Section notified?	✓ Yes	☐ No
n	m. Are all vehicles stored safely and properly protected from inclement weather?	☑ Yes	☐ No
n	n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local for safekeeping?	bank 🗌 Yes	☑ No
0	o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	✓ Yes	☐ No
р	p. What is the procedure in handling monetary AF awards (checks from the DA)?  Obtain a cast	hier's check and forwa	rd to Fiscal
	Management Section		
q	q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	√ Yes	□ No
9. S	SPECIALIZED VEHICLES  EVALUATED  Yes  No	CORRECTED N/A	
a	a. Operation and Inspection	1.77.1	
	(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?		☐ No
	(a) Who supervises the officer(s)? The Administrative Sergeant		
	(b) How much time is allocated? As necessary		
	(2) Does the officer have a job description?	✓ Yes	☐ No
	(a) Is it accurate?	☑ Yes	□No
	(b) When was it last revised? 03/01/2007		
	(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining	to	
	specialized vehicles?	✓ Yes	☐ No
	(4) Tow Trucks		
	(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	√ Yes	□No
	(b) Do files contain current contracts and inspection forms?	☑ Yes	☐ No
	(c) Are there any recent complaints?		□No
	(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	✓ Yes	No
	(e) Who is responsible for inspections? The School Bus Officer has the collateral duties of Tow	/Ambulance	
	(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	n ☑ Yes	□No
	(g) Is there evidence that discrepancies are promptly corrected?	∀es	☐ No

#### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS CHP 453Q (Rev. 6-06) OPI 009

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	(1	) Who conducts annual tow meetings? The School/	Tow Officer, Administra	ative Sergeant and Li	ieutenant	
		1 Does the commander attend?			☑ Yes	☐ No
		2 Is an agenda prepared?			☑ Yes	☐ No
		3 Are minutes prepared and circulated for review?			☑ Yes	□ No
		4 When was the last annual meeting? 05/12/2008				
	(i)	Are rotation and sector assignment procedures clearly	established?		✓ Yes	☐ No
	(j)	How are road patrol officers notified of suspensions or rotation tow list?	removal of a tow truck c	ompany from the		
		Information is provided through briefing items and the	e communications center	is advised of the su	spension(s/)remo	oval(s).
	(k)	Do road patrol officers take appropriate enforcement a operators?	action for observed violat	ions by tow truck	☑ Yes	□ No
	(5) An	bulances				
	(a)	Who is responsible for overseeing the operation of am	bulances within the Area	a? The Sch	ool/Ambulance (	Officer
	(b)	Is the officer familiar with licensing, permits, and inspe Manual, HPM 82.1, and Vehicle Equipment Inspection		censes and Permits	✓ Yes	☐ No
	(c)	Are ambulances periodically inspected to verify compli Title 13, California Code of Regulations?	ance with the California	Vehicle Code and		☐ No
	(d)	Are complaints received at Area investigated and docu	umented?		√ Yes	☐ No
	(e)	If ambulances are removed from service, is there any requests notification?	branch of county govern	ment that	√ Yes	□No
		1 If so, how is this done? Written correspond	ence			
	(f)	Are ambulance inspection forms in file current?				□No
	(6) Arn	ored Vehicles				
	(a)	Does the Area make initial inspections, CHP 363, on al Area?	rmored vehicles which m	nay be based in the	Yes	☑ No
	(b)	What impact on the Area workload do these inspections	s have?			
	(7) Autl	orized Emergency Vehicles (AEV)				
	(a)	Other than ambulances, inspection of AEVs will normal equipment. Do initial and renewal inspections create ar			Yes	☑ No
0.	CALIFORN PROGRAM	IA RESIDENT FOREIGN REGISTRATION (CRFR)	evaluated No	ACTION REQUIRED	CORRECTED N/A	
_						

#### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

a. If the Department currently has an active CRFR pr					
attempts by California residents to avoid payment				Yes	□No
(1) Who supervises the officer?					
(2) Is sufficient time allocated for this program?				☐ Yes	☐ No
(3) Does the officer have a job description?			183	☐ Yes	□No
(a) Is it accurate?				Yes	☐ No
b. Does the Area program follow the guidelines in the	Registration I	Enforcement Manual, H	PM 82.5, Chapter 3?	Yes	□No
c. Are suspected violations documented on Registration 69 forms locally processed, or sent to the DMV Registration Compliance Unit?					□ No
(1) If locally processed, are CHP 215s, Notice to A registration is due?	appear, issued	d when it is established	that California	☐ Yes	□ No
d. Is the CRFR officer aware that the rules of evidence of this type?	d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type?				
e. Does the Area report significant statistics to Division	e. Does the Area report significant statistics to Division by comm-net by the 10th of each month?				☐ No
f. Does the degree of compliance gained or the actua continuance?	l revenue coll	ected as a result of the	program justify its	Yes	□ No
11. GENERAL SUPPORT		Yes	ACTION REQUIRED No	CORRECTED N/A	
a. Is an officer assigned to general support including v	iolation cleara	ance and counter officer	?	✓ Yes	☐ No
c. Is there a job description?				<b></b> ✓ Yes	□No
c. Is there a job description?  (1) Is it accurate?				✓ Yes     ✓ Yes     ✓ Yes	□ No
<ul><li>(1) Is it accurate?</li><li>(2) When was it last revised? 03/01/2007</li></ul>	position is fu	ıll-time			
<ul><li>(1) Is it accurate?</li><li>(2) When was it last revised? 03/01/2007</li></ul>					
<ul><li>(1) Is it accurate?</li><li>(2) When was it last revised? 03/01/2007</li><li>d. How much time is allocated to this position? The</li></ul>	led by limited		ACTION REQUIRED No	☑ Yes	□ No
<ul> <li>(1) Is it accurate?</li> <li>(2) When was it last revised? 03/01/2007</li> <li>d. How much time is allocated to this position? The</li> <li>e. With minimal instruction, could this position be hand.</li> </ul>	led by limited	duty personnel?  EVALUATED  Yes	12072	✓ Yes  ☐ Yes  CORRECTED	□ No
<ul> <li>(1) Is it accurate?</li> <li>(2) When was it last revised? 03/01/2007</li> <li>d. How much time is allocated to this position? The e. With minimal instruction, could this position be hand</li> <li>12. AREA TRAINING OFFICER</li> <li>a. Does the Area have an officer assigned as the Area</li> </ul>	led by limited	duty personnel?  EVALUATED  Yes  T?	12072	Yes  Yes  CORRECTED N/A	□ No ☑ No
<ul> <li>(1) Is it accurate?</li> <li>(2) When was it last revised? 03/01/2007</li> <li>d. How much time is allocated to this position? The e. With minimal instruction, could this position be hand</li> <li>12. AREA TRAINING OFFICER</li> <li>a. Does the Area have an officer assigned as the Area</li> </ul>	led by limited	duty personnel?  EVALUATED  Yes  T?	12072	Yes  Yes  CORRECTED N/A	□ No ☑ No
<ul> <li>(1) Is it accurate?</li> <li>(2) When was it last revised? 03/01/2007</li> <li>d. How much time is allocated to this position? The e. With minimal instruction, could this position be hand</li> <li>12. AREA TRAINING OFFICER</li> <li>a. Does the Area have an officer assigned as the Area b. How much time is allocated to this position? The</li> </ul>	led by limited	duty personnel?  EVALUATED  Yes  T?	12072	Yes  Yes  CORRECTED N/A	□ No ☑ No
(1) Is it accurate?  (2) When was it last revised? 03/01/2007  d. How much time is allocated to this position? The e. With minimal instruction, could this position be hand.  12. AREA TRAINING OFFICER  a. Does the Area have an officer assigned as the Area b. How much time is allocated to this position? The c. Who supervises the officer? Sergeant Doumas	led by limited	duty personnel?  EVALUATED  Yes  T?	12072	Yes  Yes  CORRECTED  N/A  Yes	□ No □ No
(1) Is it accurate?  (2) When was it last revised? 03/01/2007  d. How much time is allocated to this position? The e. With minimal instruction, could this position be hand.  12. AREA TRAINING OFFICER  a. Does the Area have an officer assigned as the Area b. How much time is allocated to this position? The c. Who supervises the officer? Sergeant Doumas d. Does the officer have a job description?	led by limited training office position is fu	duty personnel?  EVALUATED  Yes  T?	No	Yes  Yes  CORRECTED  N/A  Yes	□ No □ No

STATE OF CALIFORNIA

#### DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

# AREA MANAGEMENT EVALUATION

SPE	CIAL	FU	NC.	ГIС	NS	

CHP 453Q (Rev. 6-06) OPI 009 What training has been provided to the officer? √ Yes □ No Has he/she been trained as a Department instructor? V Yes ☐ No Is the officer certified as an officer safety training instructor? ĺ. √ Yes ☐ No Has he/she attended the Department's weapons/range officer training? j. □No √ Yes Is the officer qualified to train employees to use tactical rifles? k. V Yes □ No Is the officer a CPR instructor? Ι. The officer has full control over all m. What role does the officer have in developing and/or presenting Area training programs? training programs and ensures all mandated departmental training is provided with the required time periods throughout the year. n. Does the officer keep Area informed of officers deficient in training or those who have superior performance? √ Yes □ No √ Yes ☐ No Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents? Ο. √ Yes □ No Does the officer assist in reviewing injuries to personnel resulting from arrest situations? p. √ Yes □ No Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS? √ Yes No Is the officer responsible for performing range maintenance? ۲. Area inventory, LAN/Computer coordinator, back-up to s. What other duties or assignments does the training officer have? school bus and court positions, range/weapons officer. ACTION REQUIRED CORRECTED **EVALUATED** 13. LIMITED DUTY N/A No No V No ☐ Yes Does the Area currently have limited duty personnel assigned? (1) What are their classifications, and what duties are they assigned? ☐ No Yes Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment? Yes No (1) Could they be used more efficiently? If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to Yes No road patrol? Yes □ No Are any current assignments in excess of six months? Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases? Yes No

STATE OF CALIFORNIA

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

#### AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

CHP 453Q	(Rev	6-06)	OPI	009

f.	f. Are limited duty personnel having public contact appropriately attired?					
14.	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	No EVALUATED	ACTION REQUIRED . No	CORRECTED N/A		
а	. Does the Area have personnel assigned to special projects or	tactical operations?		Yes	☑ No	
b	. Is the position full time or on an on-call basis?			Yes	□No	
С	. If full time, is the assignment for a specified number of weeks	or months?		Yes	☐ No	
d	. What are the duties/responsibilities of the officer?					
-						
е.	Who supervises the officer?					
f.	How does he/she account for his/her time?					
g.	What is the selection criteria for the assignment?					
h.	Has the Area member contributed to the success or mission of	f the team or task for	rce?	☐ Yes	☐ No	
E.	Where coordination is appropriate with the Division Investigative regarding activities?	ve Services Unit, is the	here ongoing discussion	☐ Yes	□No	
j.	Is there a Memorandum of Understanding (MOU) on file?		-	Yes	☐ No	
k.	Is the special assignment on a reimbursable contract?			☐ Yes	□ No	
	(1) If so, is the contract being followed?			Yes	☐ No	

#### Memorandum

Date:

June 24, 2008

To:

Border Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Capistrano Area

File No.:

690.11756.11027

Subject:

CHAPTER 15, SPECIAL FUNCTIONS SELF INSPECTION

This memorandum has been prepared as certification of the Capistrano Area's completion of the Chapter 15, Special Functions self inspection for the second quarter of 2008. Accompanying this memorandum is the Area's completed CHP 453Q, Area Management Evaluation form, documenting the self inspection.

If you have any need for assistance or further questions regarding this matter, please contact Sergeant Speros A. Doumas, #11027, at (949) 487-4000.

S. HOUSTON, Captain

O. & Zehler En

Commander

Attachments

#### Memorandum

Date:

September 29, 2009

To:

Office of Inspections

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Rainbow Inspection Facility

File No.:

686.11393.chapter15.new

Subject:

RESPONSE TO RAINBOW INSPECTION FACILITY (686)

COMMAND SPECIAL FUNCTIONS REPORT

This memorandum is intended to serve as the written response to the informal command level Special Functions inspection report of Rainbow Inspection Facility dated June 10, 2008.

#### **FINDINGS REQUIRING FOLLOW-UP:**

Finding 1 – Agree. It was recommended the temporary evidence lockers be permanently anchored to the wall, to provide better security. In lieu of this suggestion, to provide enhanced security of items temporarily stored at the facility, Area ordered specially fabricated permanently affixed evidence/property lockers from the Department's cabinet shop. This correction has been accomplished.

Questions regarding this response may be directed to Lieutenant Bob Specht via e-mail at <a href="mailto:rwspecht@chp.ca.gov">rwspecht@chp.ca.gov</a> or by telephone at (951) 506-2020.

R. W. SPECHT, Lieutenant

Commander

cc: Office of the Assistant Commissioner, Field

Border Division

#### Memorandum

Date:

June 10, 2008

To:

**Border Division** 

Attention: Special Services Commander

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Rainbow Inspection Facility

File No.:

686.11393.15130

Subject:

CHAPTER 15 AREA MANAGEMENT EVALUATION - SPECIAL

**FUNCTIONS** 

Please find attached Chapter 15, Area Management Evaluation – Special Functions, regarding Rainbow Inspection Facility. Should you have any questions, or wish to discuss its contents, please contact me at (951) 506-2020.

Sincerely,

R. W. SPECHT, Lieutenant

Commander

Attachment

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

AREA	DIVISION	NUMBER
Rainbow I. F.	Border	686
EVALUATED BY Sergeant Mike Brey, #10164		DATE
		06/10/2008

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed on the CHP 454, Area Management Evaluation Supplement. The Supplement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Supplement can be handwritten if desired.

TYPE OF EVALUATION	SUSPENSE DATE					
	mal Evaluation	10-01-2008				
FOLLOW-UP REQUIRED  V Yes No	Correction Report	COMMANDER'S REVIEW:  Lieutenant Bob Spechi	elt is	G-11	-2008	
1. GENERAL	<u> </u>	EVALUATED X	ACTION REQUIRED No	CORRECTED		
a. Are special duty assignments	s minimized?	4		☑ Yes	☐ No	
(1) Is maximum efficiency at	ttained?			√ Yes	☐ No	
(2) Are there any special dut	ty functions which could be perforr	med by a beat officer or c	other support personnel	? 🗌 Yes	☑ No	
b. Are assigned duties consister	nt with the job description?			☑ Yes	□ No	
(1) Could duties be combine	(1) Could duties be combined with another special duty assignment for efficiency?					
(2) Which special duty office	ers (positions) were interviewed?	Court Liaison/L	ocal Area Network (LA	N) Coordinat	or/Public	
Affairs Officer, and Train	ning Officer					
c. How are individuals for specia	al duty assignments selected?	Selection is made the	rough a competitive pro	cess utilizing	ongoing	
observations of job performan	nce, past performance appraisals, a	and a comprehensive ora	l interview of all candid	ates. Training	g officer	
duties were consolidated with	the Explosives Detection Canine	(EDC) Officer in order to	o minimize special duty	personnel,		
(1) Are special duty opportur	nities open to all officers?			√ Yes	☐ No	
(2) Does selection contribute	e to attainment of affirmative action	n goals?		✓ Yes	No No	
d. Can the special duty supervise	or describe the duties and workloa	ad of the special duty per	rsonnel?	✓ Yes	□ No	
(1) Upon what criteria are sp	ecial duty personnel evaluated?	Initiative and ab	oility to work independe	ntly, organiza	itional	
skills and willingness to a	accept additional duties, and writte	en and verbal communication	ations skills.			
(2) Are special duty officers h	neld accountable for their time and	l performance?		✓ Yes	☐ No	
(3) How is the special duty of	fficer's time planned? Are weekly	itineraries provided to th	e supervisor?	✓ Yes	☐ No	
e. Do the commander and mana	gement team have an active inter	est in special duty progra	ams?	☑ Yes	□ No	
(1) Is time taken by the comm	nander to discuss activities and po	otential problems?		☑ Yes	☐ No	
2. VEHICLE THEFT		X	No No	CORRECTED		
a. What is the scope of the Area'	's Vehicle Theft Program?	Area does not have a	formal vehicle theft pr	ogram. Stole	n vehicle	
information is disseminated th	rough briefings.					
b. Are there open lines of commu	unication with the Division vehicle	theft coordinator?		☑ Yes	☐ No	
(1) Is the commander aware of	of how to obtain assistance from t	he Division or Headquar	ters coordinators?	☑ Yes	☐ No	
				0.00		

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

CHP 453Q	(Rev. 6-06) OPI 009		
(2)	Who is authorized to request assistance from vehicle theft coordinators? Commander, supervisors,	OICs.	
c. Is th	e program effective? c, d, e: Defer to host Area. There is not a formal program due to the	Yes	☐ No
	Vehicle theft recovery goals established? nature of the facility operations.	Yes	☐ No
(2)	Goals attained?	Yes	☐ No
(3)	How does the current number of stolen and recovered vehicles compare to prior time periods?		
(4)	Are work hours dedicated to the program appropriate?	Yes	☐ No
(5)	Do beat officers and supervisors have an interest in the program?	Yes	☐ No
d. Is the	e program supported by district/city attorneys and the courts? N/A	Yes	☐ No
(1)	Has the program been discussed with them?	Yes	☐ No
(2)	What, if any, other steps have been taken to ensure program effectiveness with prosecutors and judges?		
e. Do th	be commander and management team take a personal interest in the program? $_{ m N/A}$	Yes	☐ No
(1) \	What guidance and direction is provided?		
f. Are su	pervisors knowledgeable of the scope of the vehicle theft problem within the Area? $_{ m N/A}$	Yes	☐ No
(1)	oo they have an idea of the number of thefts and recoveries in the Area? N/A	Yes	☐ No
(2) A	re they knowledgeable of the Department's Vehicle Theft Program?	√ Yes	☐ No
(3) A	re they knowledgeable of vehicle theft identification inspection procedures and techniques?	✓ Yes	☐ No
(4) A	re they familiar with Vehicle Identification Number (VIN) systems and identification procedures?	√ Yes	☐ No
(5) D	o they give guidance and direction?	√ Yes	☐ No
(6) D	o they demonstrate an interest in the program?	✓ Yes	☐ No
	o they record beat officers' exceptional vehicle theft activity on CHP 100s, Officers Evaluation/Activity ummary, and 118s, Performance Appraisal? Are commendable CHP 2s, Incident Report, issued?	✓ Yes	□ No
g. Is vehi	cle theft education/training provided by Area? Annual Division ISU training.	✓ Yes	☐ No
(1) Ar		√ Yes	☐ No
(2) Ar	e division vehicle theft coordinators/investigators made available for training?	√ Yes	☐ No
(3) Ve	chicle theft prevention discussed at briefings?	√ Yes	□No
(4) Ho	ow is information on unique problems and circumstances disseminated to beat officers?	1 - 5	

# AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS
CHP 453Q (Rev. 6-06) OPI 009

OFTE	455Q (Nev. 0-00) OF1 009		
1	(5) Are officers and supervisors proficient in locating and decoding VINs?	✓ Yes	☐ No
h	. Have any Area officers earned the Department's 10851 Award?	√ Yes	☐ No
	(1) Have any officers qualified for the Master 10851 Award?	☑ Yes	☐ No
	(2) How are awards presented? Several officers have been awarded the coveted 10851 Award; however, no	t during their	
	assignment at the facility.		
-	(3) Is the 10851 Award Program used to enhance interest in the Area's Vehicle Theft Program?	Yes	☑ No
	(4) Are Area/Division recovery statistics posted in a manner which could boost enthusiasm for the program?	Yes	☑ No
3. V	EHICLE IDENTIFICATION NUMBER PROGRAM  Not Evaluated  ACTION REQUIRED  Not Evaluated	CORRECTED	
а	Is the VIN program understood by beat officers?	Yes	☐ No
	(1) Does the volume of VIN referrals to the VIN officer indicate support by field officers?	Yes	☐ No
b.	Who is the assigned VIN officer?		
	(1) How was he/she trained?		
	(a) Is training adequate?	Yes	☐ No
	(2) Is the VIN officer proficient?	Yes	☐ No
	(3) Who is the alternate VIN officer?		
	(4) Are VIN inspections conducted in a secure setting?	Yes	☐ No
	(5) Is Field Support Section used as a resource?	Yes	☐ No
C.	What kind of system is in place to control the VIN officer's workload?		
	(1) Are VIN assignments/verifications done on an appointment basis?	Yes	☐ No
	(a) Is there an excessive backlog?	Yes	☐ No
	(b) Is the vehicle owner's convenience a consideration?	☐ Yes	☐ No
	(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	Yes	☐ No
	(3) Are associated documents processed promptly and submitted on time?	Yes	☐ No
d.	Is there proper security for replacement VIN plates?	☐ Yes	☐ No
	(1) Are inventory controls adequate?	Yes	☐ No
	(2) Are entries legible?	Yes	☐ No
	(3) Do records match inventories?	Yes	☐ No
	(4) Are required reports accurate and submitted properly?	Yes	☐ No
e.	Does the VIN officer use relevant information available from allied agencies, DMV and NICB?	Yes	☐ No

# AREA MANAGEMENT EVALUATION SPECIAL FUNCTIONS

CHP 453Q (Rev. 6-06) OPI 009

0	11 455Q (176V. 0-00) OI	1 009						
		r belong to any professional organizations arious vehicle theft investigator's associati		such as memberships	Yes	☐ No		
4.	SCHOOL PUPIL AT	ND FARM LABOR (SP&FL) N SAFETY	Not Evaluated	ACTION REQUIRED	CORRECTED			
	a. Is the Area com Program conduc	mander and management team aware of sted in the Area?	all aspects of the SP&FL Tran	sportation Safety	☐ Yes	☐ No		
	b. Does the Area h Coordinator?	ave either a uniformed SP&FL Transport	ation Officer or a nonuniformed	d School Bus Officer/	☐ Yes	☐ No		
	(1) Are Area file Safety Manu	ransportation	Yes	□ No				
	(a) Driver r	(a) Driver records, CHP 295, State Department of Education T-01, criminal record information, etc.?						
	(b) CHP 10	(b) CHP 100E, Monthly Activity Report?						
	(c) School	Bus Traffic Collision Reports and DMV pr	rintout H-6?		Yes	☐ No		
	(d) Approve	ed stops list?			Yes	☐ No		
	(2) Is the School	I Pupil Transportation Safety Officer/Coo	rdinator proficient in performin	g assigned duties?	Yes	☐ No		
	(a) Are duti Safety N	es performed in conformance with HPM anual?	82.4, School Pupil and Farm L	abor Transportation	☐ Yes	□No		
	(3) Who is the a	Iternate School Pupil Transportation Safe	ety Officer/Coordinator?					
	(4) Are CHP 100	DEs, Monthly Activity Report, submitted in	a timely manner?		☐ Yes	☐ No		
	(5) Is program ti	me properly justified?			Yes	☐ No		
	(a) How mu	ch time is allotted?						
	(b) Is time s	sufficient to meet departmental objectives	5?		Yes	☐ No		
	(c) Is the tin	ne expended within the Area's allotment?			Yes	☐ No		
C	c. Is responsibility for supervisor?	or supervision of the School Pupil Transp	portation Safety Program assig	gned to a specific	Yes	☐ No		
	(1) Does the sup	ervisor have adequate knowledge of the	functions of the Area program	1?	Yes	☐ No		
	(2) Does the sup manual?	ervisor have a copy of HPM 82.4, Schoo	l Pupil and Farm Labor Trans	portation Safety	Yes	☐ No		
	(3) Is he/she awa	are of the officer/coordinator's workload?			Yes	☐ No		
	(4) Does the sup	ervisor review CHP 100Es, Monthly Activ	vity Report, submitted by the o	fficer/coordinator?	Yes	☐ No		
d		the School Pupil Safety Transportation See Training classes? Have a thorough, p		?				
	(1) Departmental	policy relating to the School Pupil Safet	y Transportation Safety Progra	am?	Yes	☐ No		
	(2) School bus dr	iver certification?			Yes	☐ No		
	(3) School bus ac	cident investigation?			Yes	☐ No		
	(4) School bus re	inspection?			Yes	□ No		
	(5) School bus ro	utes and stops?			Yes	□ No		

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#### AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

011	11 1004 (11011 0 00) 01 1 000		
	e. Does the officer/coordinator coordinate activities and information with adjacent Areas?	Yes	☐ No
-	(1) Is he/she aware of the technical assistance available from Commercial Vehicle Section?	Yes	☐ No
	f. Is there a sound procedure for scheduling and administering written tests?	☐ Yes	☐ No
	(1) Are certain days selected for testing so that a maximum number of applicants can be tested at or	ne time? Yes	☐ No
	(2) Who administers the test?		
	(3) Is a proctor present?	☐ Yes	☐ No
	(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	Yes	☐ No
	(5) Who reviews the tests with the applicants?		
	(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill, and self-con	trol? Yes	☐ No
	(7) Are driving errors discussed with the applicant?	☐ Yes	☐ No
	(8) Is the school bus transportation supervisor advised of any additional training needs?	☐ Yes	☐ No
ç	g. Does the School Pupil Safety Transportation Officer conduct on-scene investigations?	Yes	☐ No
	(1) Are follow-up investigations conducted when appropriate?	☐ Yes	☐ No
	(2) Are appropriate special coding made on all school bus investigations?	☐ Yes	☐ No
	(3) Does the officer/coordinator review all school bus accident investigations and made appropriate recommendations to DMV to take any warranted actions against the driver?	☐ Yes	☐ No
	(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	☐ Yes	☐ No
h	h. Are hazardous routes or stops reported in writing to the governing board of the school district?	☐ Yes	☐ No
	(1) Are all stops annually reviewed for approval pursuant to the California Vehicle Code and Title 133	Yes	☐ No
	(2) How many approved stops exist in the Area?		
i.	Do field officers take appropriate enforcement and follow-up action for observed school pupil safety reviolations?	elated Yes	☐ No
5. E	EVIDENCE/PROPERTY CONTROL EVALUATED X X	ED CORRECTED	
a.	a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	✓ Yes	No
	(1) Who has been assigned by the commander as the evidence/property officer? Explosives	Detection Canine (ED	C)
	Officer/Training Officer John Garcia, # 14347		
	(2) Has an alternate for this position been assigned?	✓ Yes	☐ No
	(3) Who is the evidence/property supervisor? Sergeant Ralph Inman, # 9332		
b.	. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1, Evid Manual?	ence Yes	☐ No
	(1) Does the supervisor fully understand his/her responsibilities?	☑ Yes	☐ No
	(a) Does he/she follow the guidelines in HPM 70.1, Evidence Manual, regarding audits and inver-	ntories? 🛛 Yes	☐ No
	(2) Has a system been implemented which will ensure maintenance of the chain of possession for ev	idence? 🛭 Yes	☐ No
	(a) Is the system adequate?	☑ Yes	☐ No

#### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

CHI 400Q	(Nev. 0-00) Of 1 003		
(3)	Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	Yes	☐ No
(4)	Are items disposed of according to HPM 70.1, Evidence Manual, Chapter 9?	Yes	☐ No
(5)	Has all serialized property been entered in to the Automated Property System and Automated Firearms System?	☑ Yes	☐ No
-	(a) Are entered items canceled when the property is no longer in CHP possession?	Yes	☐ No
	Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	Yes	☐ No
c. Hav	e procedures been examined for retaining and disposing of: Coordinated between host Area and faci	lity audit	procedures
(1)	Evidence.	✓ Yes	☐ No
(2)	Property.	✓ Yes	□ No
(3)	Weapons.	☑ Yes	☐ No
(4)	Controlled substances.	☑ Yes	☐ No
(5)	Alcoholic beverages.	✓ Yes	☐ No
(6)	License plates.	✓ Yes	☐ No
(7)	Money.	√ Yes	☐ No
d. Has Sect	unclaimed property of value been picked up by the Department of General Services, Material Services ion, for storage and disposal after it has been held for 30 days? Host Area.	Yes	□No
(1)	s proper procedure as outlined in HPM 11.2, Materials Management Manual, being followed?	Yes	☐ No
e. Has	the CHP 36, Evidence/Property Receipt/Record, file been reviewed?	✓ Yes	☐ No
(1)	s the system adequate?	√ Yes	☐ No
(2) I	s there a suspense system?	✓ Yes	□No
(3)	Are all items properly identified?	✓ Yes	☐ No
(4) A	Are accurate records kept on weapons and controlled substances which have been disposed of? Host. Are	a∏ Yes	☐ No
(	a) Do Area records compare accurately with court records?	√ Yes	☐ No
f. Are pe	eriodic audits completed to ensure integrity of the property system?	✓ Yes	☐ No
(1) H	las a semiannual audit of the property system been conducted?	✓ Yes	☐ No
(2) H	lave audits been conducted in accordance with policy contained in HPM 70.1, Evidence Manual?	✓ Yes	☐ No
(2	a) Have more frequent audits been conducted in identified problem areas?	Yes	☐ No
g. Have	inventories been conducted periodically to ensure integrity of the system? Host Area.	Yes	☐ No
h. Is sec	urity adequate?	√ Yes	☐ No
(1) Is	a security log maintained in the property room? Host Area.	Yes	☐ No
(8	a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	Yes	☐ No
(b	) Has the evidence/property officer or supervisor been present with everyone entering the room?	Yes	☐ No

# AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS CHP 453Q (Rev. 6-06) OPI 009

CITE 4550	(Nev. 0-00) OI 1 003					
(2)	How many sets of keys are there to the evidence lockers?	e/property ro	oom and the tempora	y evidence storage Tw	<b>7</b> 0	
***************************************	(a) Is the distribution of the keys according to p	policy?			√ Yes	☐ No
(3)	Is the evidence/property officer other than the co	ourt officer?			√ Yes	☐ No
	(a) Is the evidence/property officer other than a	a field officer	or an officer involved	I in collecting evidence?	√ Yes	☐ No
(4)	Is the property room accessible by repair/mainte	enance perso	onnel? N/A Defer t	o host Area.	Yes	☐ No
	(a) Is the room accessible by repair/maintenan	ice personne			Yes	☐ No
	(b) Is there a false ceiling?					☐ No
	(c) Are door hinges on the inside of the room?				Yes	☐ No
	(d) Are any items which require access by other	er than the ev	vidence/property offic	er stored in the room?	Yes	☐ No
=	(e) Does Area's property room meet all require	ments outlin	ed in HPM 70.1, Evic	ence Manual?	Yes	☐ No
	(If not, have steps been initiated to correct	the problem?	?)		Yes	□ No
(5)	Are pass-through type temporary storage locker	rs secured fro	om the inside to prev	ent entry?	√ Yes	☐ No
	(a) Is evidence left in these lockers for no more	e than one da	ay?		✓ Yes	☐ No
(6)	<ul><li>(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?</li><li>(a) Have any internal investigations been initiated by Area for any such incidents?</li></ul>				√ Yes	☐ No
					Yes	☑ No
6. COLL	ISION INVESTIGATION FOLLOW-UP		EVALUATED  Not Evaluated	ACTION REQUIRED	CORRECTED	
a. Do	es the Area have an Al officer?				☐ Yes	☑ No
b. Wh	o is responsible for supervising the officer?					
c. Hov	v much time is allocated to the position?					
(1)	Is time allocated sufficient?				Yes	☐ No
d. Doe	es the collision investigation follow-up officer have	a job descr	iption?		Yes	□ No
(1)	Is it current?				Yes	☐ No
(2)	What are the officer's duties?					
e. Doe	s the officer understand special reporting require	ments?			Yes	☐ No
f. Doe:	s the officer have training or special qualifications	that comple	ment the position?		Yes	☐ No
g. Is th	g. Is the officer available to respond to accidents to provide technical assistance?					☐ No
h. Doe	es the officer identify training needs and discuss t	them with his	s/her supervisor?		Yes	☐ No
i. Doe	s the officer prepare charts, graphs, or statistics t	that identify p	oroblem locations for	deployment purposes?	☐ Yes	☐ No
j. Does	the officer have other duties, if so, what are they	/?			☐ Yes	☐ No
	1:					

# AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

7. COURT LIAISON OFFICER	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Does the Area have an officer assigned court liaison duties?	☑ Yes	☐ No		
b. Who supervises the officer? Sergeant Mike Brey, #10164	b. Who supervises the officer? Sergeant Mike Brey, #10164			
c. How much time is allocated to the position? Approximately ha	alf-time			
d. Does the officer have a job description?			√ Yes	☐ No
(1) Is it accurate?			☑ Yes	☐ No
(2) When was it last revised? June 2006		-		
(3) What are the officer's duties? Reviews enforcement doc	uments and arrest reports	s, maintains a database (	of documents	returned
for corrections, enter arrest information into AIS, file misde	emeanor and felony case	s with the proper court.		
e. Does he/she have responsibilities for prisoner arraignment?			✓ Yes	☐ No
f. Does the officer command respect of his/her peer group?			☑ Yes	☐ No
g. Is the court officer involved in the DUI Cost Recovery Program?			√ Yes	☐ No
h. Does the officer initiate a CHP 735, Incident Response Reimbur	sement Statement?		√ Yes	☐ No
(1) Does the officer(s)' times on the CHP 735 correspond to the Field Record?	e times indicated on his/l	ner CHP 415, Daily	✓ Yes	□No
(2) Does the officer(s) maintain a log?				☐ No
(3) Does the officer(s) forward the form to Fiscal Management	Section after disposition	?	☑ Yes	☐ No
i. How may courts are within the Area's jurisdiction? Three				
j. Does the officer deal with more than one district attorney's (DA) of	office?		☑ Yes	☐ No
k. Does the officer have other duties?			☑ Yes	☐ No
(1) If so, what are the other duties? Local area network (LAN	) coordinator, public aff	airs, child passenger sa	fety seat	
evaluator/installer, alternate for training officer.				
8. ASSET FORFEITURE (AF) OFFICER	Not Evaluated	ACTION REQUIRED	CORRECTED	
a. Does the Area have an officer assigned as AF coordinator?			Yes	☑ No
b. Does the officer have current job description?			Yes	□ No
c. Is he/she familiar with HPM 81.5, Drug Programs Manual?			Yes	□ No
d. Is Area coordinator logging AF cases separate from evidence?			Yes	□ No
e. Is there a process in place to ensure proper disposition of AF iter	Yes	□ No		
f. Does Area's log agree with the Field Services Section (FSS) and Division log?				☐ No
(1) If not, why not?				
g. Is the disposition of cases supported by documentation such as a distribution memorandum?	arrest reports, court orde	er, and AF	Yes	□ No

# AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

	5.11 400@ (1.67: 0-00) OF 1 009		
	h. Has the Area seized any vehicles under AF?	Yes	☐ No
	(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?	Yes	☐ No
	i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?	Yes	☐ No
	j. Does the AF coordinator complete a misscreen 50?	Yes	☐ No
	k. Does Area notify Division of all vehicle/boat/plane seizures?	Yes	☐ No
	I. Is Fleet Operations Section notified?	Yes	☐ No
	m. Are all vehicles stored safely and properly protected from inclement weather?	Yes	☐ No
	n. Are large sums of cash, jewelry, and other small items of value stored in a safety deposit box at a local bar for safekeeping?	nk 🗌 Yes	☐ No
	o. Are large sums of cash deposited in a departmental interest-bearing bank account designated for AF?	Yes	☐ No
	p. What is the procedure in handling monetary AF awards (checks from the DA)?		
_			
	q. Is the check remitted to the Area's cashier for transmittal to Fiscal Management Section with proper notifications to FSS and the Division AF coordinator?	Yes	☐ No
9.	SPECIALIZED VEHICLES EVALUATED ACTION REQUIRED  Not Evaluated	CORRECTED	
	a. Operation and Inspection		
	(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	Yes	☑ No
_	(a) Who supervises the officer(s)?		
	(b) How much time is allocated?		
	(2) Does the officer have a job description?	Yes	☐ No
	(a) Is it accurate?	Yes	☐ No
	(b) When was it last revised?		
	(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	☐ Yes	□No
	(4) Tow Trucks		
	(a) Is the Area in compliance with HPM 81.2, Vehicle Procedures Manual, Chapter 7, concerning operation of tow trucks?	Yes	☐ No
	(b) Do files contain current contracts and inspection forms?	Yes	☐ No
	(c) Are there any recent complaints?	Yes	☐ No
	(d) Are complaints documented on the CHP 240, Complaint Investigation, and CHP 556, Narrative Supplement?	Yes	□ No
	(e) Who is responsible for inspections?		
	(f) Does an officer occasionally conduct a random inspection to ensure the integrity of the inspection process?	☐ Yes	□No
	(g) Is there evidence that discrepancies are promptly corrected?	Yes	☐ No
		V-2	W Town Town

#### AREA MANAGEMENT EVALUATION

### SPECIAL FUNCTIONS

	(h	) Who conducts annual tow meetings?				
		1 Does the commander attend?			Yes	□N
		2 Is an agenda prepared?			Yes	□ N
		3 Are minutes prepared and circulated for review?			Yes	□ N
		4 When was the last annual meeting?				
	(i)	Are rotation and sector assignment procedures clearly	y established?		Yes	□ N
	(j)	How are road patrol officers notified of suspensions or rotation tow list?	r removal of a tow true	ck company from the		
	(k)	Do road patrol officers take appropriate enforcement operators?	action for observed vi	iolations by tow truck	☐ Yes	□ N
(5)	Am	bulances				
	(a)	Who is responsible for overseeing the operation of a	mbulances within the	Area?		
	(b)	Is the officer familiar with licensing, permits, and insp Manual, HPM 82.1, and Vehicle Equipment Inspectio		e Licenses and Permits	Yes	N
	(c)	Are ambulances periodically inspected to verify comp Title 13, California Code of Regulations?	liance with the Califor	nia Vehicle Code and	Yes	□ N
	(d)	Are complaints received at Area investigated and doc	cumented?		Yes	□ N
	(e)	If ambulances are removed from service, is there any requests notification?	branch of county gov	vernment that	☐ Yes	_ N
		1 If so, how is this done?				
(	(f) A	Are ambulance inspection forms in file current?			Yes	
		pred Vehicles				
	(a)	Does the Area make initial inspections, CHP 363, on a	armored vehicles which	ch may be based in the	Yes	
(1	b) 1	What impact on the Area workload do these inspectio	ns have?			
(7) A	utho	orized Emergency Vehicles (AEV)				
	a) (	Dther than ambulances, inspection of AEVs will norma	ally be limited to private	tely owned fire fighting		
(2		quipment. Do initial and renewal inspections create a	any significant worklo	ad on the Area?	Yes	□ N

#### AREA MANAGEMENT EVALUATION

#### **SPECIAL FUNCTIONS**

	ent currently has an active CRFR program, does alifornia residents to avoid payment of licensing a			Yes	☑ No
(1) Who supe	ervises the officer?				
(2) Is sufficien	nt time allocated for this program?			Yes	☐ No
(3) Does the	officer have a job description?			☐ Yes	☐ No
(a) Is it a	ccurate?			Yes	☐ No
b. Does the Area	program follow the guidelines in the Registration	Enforcement Manual, F	IPM 82.5, Chapter 3?	Yes	☐ No
	violations documented on Registration 69 forms ompliance Unit?	locally processed, or se	nt to the DMV	☐ Yes	☐ No
(1) If locally properties (1) registration	rocessed, are CHP 215s, Notice to Appear, issuents due?	ed when it is established	that California	Yes	☐ No
d. Is the CRFR of of this type?	ficer aware that the rules of evidence pertaining t	to search and seizure ap	oply to violations	Yes	☐ No
e. Does the Area	report significant statistics to Division by comm-n	net by the 10th of each n	nonth?	Yes	☐ No
f. Does the degre continuance?	e of compliance gained or the actual revenue co	llected as a result of the	program justify its	Yes	☐ No
11. GENERAL SUPP	ORT	EVALUATED X	ACTION REQUIRED	CORRECTED	
a. Is an officer ass	signed to general support including violation clear	rance and counter office	r?	Yes	☑ No
b. What additiona	duties does he/she perform? The Gener	ral Support Officer is co	mbined with the Court l	Liaison Offic	er position
responsibilities.					
c. Is there a job de	scription?			Yes	☑ No
(1) Is it accurat	e?			Yes	☐ No
(2) When was i	t last revised?				
d. How much time	is allocated to this position? As much as nece	essary.			
e. With minimal ins	struction, could this position be handled by limited	d duty personnel?		☑ Yes	☐ No
12. AREA TRAINING	OFFICER	EVALUATED X	ACTION REQUIRED NO	CORRECTED	
a. Does the Area h	ave an officer assigned as the Area training offic	er?		☑ Yes	☐ No
b. How much time i	s allocated to this position? Approximately si	ix hours daily			
c. Who supervises	the officer? Sergeant Ralph Inman, #9332				
d. Does the officer I	nave a job description?			✓ Yes	☐ No
(1) When was it	last revised? June 2006				
e. Does the officer of	command the respect of his/her peers?			☑ Yes	☐ No
f Does the officer h	nave the support of the supervisors?			√ Yes	□ No

#### AREA MANAGEMENT EVALUATION

#### SPECIAL FUNCTIONS

	What training has been provided to the officer? Weapons, range, PAS, EMT. The officer is scheduled for	r the next Phy	ysical
	Methods of Arrest (PMA) Instructor class.		
	. Has he/she been trained as a Department instructor?	✓ Yes	☐ No
i	Is the officer certified as an officer safety training instructor?	Yes	☑ No
j	Has he/she attended the Department's weapons/range officer training?	☑ Yes	☐ No
k	. Is the officer qualified to train employees to use tactical rifles?	☑ Yes	☐ No
1.	Is the officer a CPR instructor?	Yes	☑ No
n	n. What role does the officer have in developing and/or presenting Area training programs? He is response	sible for sche	duling
	job-required and job-related training. He ensures mandated training is accomplished during quarterly training da	ys and prepa	ires the
	agendas which are approved by the training supervisor. He facilitates the training days' activities and often make	es presentatio	ons on
	these occasions. He runs many of the range days and developes challenging courses of fire in addition to regular	qualification	n shoots.
n	Does the officer keep Area informed of officers deficient in training or those who have superior performance?	☑ Yes	☐ No
0	Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?	✓ Yes	☐ No
p	Does the officer assist in reviewing injuries to personnel resulting from arrest situations?	☑ Yes	☐ No
q.	Is the officer responsible for documenting training on the CHP 270, Service Record, or in the ETRS?	☑ Yes	☐ No
r.	Is the officer responsible for performing range maintenance?	☑ Yes	☐ No
S.	What other duties or assignments does the training officer have? Officer Garcia is also assigned as the	Area's Expl	osives
	Detection Canine (EDC) Officer, PAS Coordinator and CLETS Coordinator.		
13. L	IMITED DUTY EVALUATED X NO	CORRECTED	
a.	Does the Area currently have limited duty personnel assigned?	✓ Yes	☐ No
	(1) What are their classifications, and what duties are they assigned? EDC/Training Officer John Gar	rcia is curren	tly
	performing training duties only. Commercial Vehicle Inspection Specialist (CVIS) Duane Deaton is assisting	g with clerica	al
	functions and processes CHP 215s, CHP 281s, and CHP 71s.		
b.	Are duties being performed consistent with the duties and limitations noted on the CHP 443, Approval of Limited-Duty Assignment?	☑ Yes	☐ No
	(1) Could they be used more efficiently?	Yes	√ No
C.	If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?	☐ Yes	☑ No
d.	Are any current assignments in excess of six months?	Yes	☑ No
e.	Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?	☑ Yes	☐ No

# AREA MANAGEMENT EVALUATION

SPECIAL FUNCTIONS

f.	Are limited duty personnel having public contact appropriately	attired?		✓ Yes	☐ No
14.	SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS	EVALUATED X	ACTION REQUIRED No	CORRECTED	
a.	Does the Area have personnel assigned to special projects or	tactical operations	?	✓ Yes	☐ No
b.	Is the position full time or on an on-call basis?			√ Yes	☐ No
c.	If full time, is the assignment for a specified number of weeks of	or months?		Yes	☑ No
d.	What are the duties/responsibilities of the officer? Expl	osives Detection (	Canine (EDC) Officer John (	Garcia utilizes I	his
	departmental canine to search for explosives that may be transp	orted in commerci	ial vehicles that enter the ins	spection facility	. The
	canine is also used to search for explosives in other conveyance	es, buildings, or op	en areas, and performs dem	onstrations at p	ublic and
	private events.				
e.	Who supervises the officer? Sergeant Ralph Inman, #9332				
f.	How does he/she account for his/her time? The EDC	officer reports dai	ly to the canine supervisor a	and documents	his
	activities on the CHP 415/CHP257H.				
g.	What is the selection criteria for the assignment? As contain	ned in HPM 70.7,	Departmental Canine Progr	am Manual.	
h.	Has the Area member contributed to the success or mission of	the team or task fo	orce?	☑ Yes	☐ No
i.	Where coordination is appropriate with the Division Investigative regarding activities?	e Services Unit, is	there ongoing discussion	✓ Yes	☐ No
j.	Is there a Memorandum of Understanding (MOU) on file?			Yes	☑ No
k.	Is the special assignment on a reimbursable contract?			Yes	☑ No
	(1) If so, is the contract being followed?			☐ Yes	☐ No

#### 1. GENERAL

Rainbow Inspection Facility divides its special duty functions between two officers. Officer Sergio Flores is assigned as the Court Liaison/Local Area Network (LAN) Coordinator/Public Affairs Officer. Officer John Garcia is assigned as the Explosives Detection Canine (EDC)/Training/Weapons-Range/Evidence/Property Control Officer. The training officer position was consolidated with the EDC Officer when the previous Training Officer was assigned as an acting sergeant. This was done to minimize special duty positions and maximize the efficient use of personnel. Supervisors and management have daily interaction with both officers and are kept apprised of their weekly and monthly itineraries and work assignments. The special duty officers are cross trained as alternates for each other's duties to cover absences and vacations. The Mobile Road Enforcement (MRE) Officer is also trained in both positions and has served as an alternate for both. Special duty officers are utilized to supplement regular facility staffing when the need arises.

#### 2. VEHICLE THEFT

Due to the nature of its fixed location operations, Rainbow Inspection Facility is not exposed to a high incidence of vehicle theft activity and therefore does not have a formal vehicle theft program in place. For example, the facility initiated investigations on only three 10851 V. C. cases between 2006 and 2007. Two cases merited follow-up and Border Division vehicle theft investigators responded and handled both to conclusion. The third case involved an unreported stolen commercial vehicle which entered the facility; however, the suspect driver abandoned the vehicle and fled before entering the inspection bay. There was insufficient information to follow-up, identify, and prosecute the suspect.

The southbound platform scale is equipped with a license plate reader (LPR) which has been the source of numerous enforcement contacts by facility personnel. Enforcement stops on these suspected stolen vehicles have been handled to conclusion by the Oceanside Area and various allied law enforcement agencies; not facility personnel. Facility personnel will handle stolen commercial vehicle investigations and request assistance from the Border Division Vehicle Theft Unit as necessary. The LPR has not been functioning since November 2007 and Field Support Section has been aware of this. Plans are in place to replace this LPR with an upgraded system and install another in the northbound inspection facility. A Lojack system is installed in the northbound inspection facility and occasionally alerts to a stolen vehicle. Scale personnel contact Border Communications Center with the Lojack information which is then broadcast to field units. When staffing permits, scale personnel respond to locate the vehicle.

The facility Court Liaison Officer is also the liaison to the Border Division Vehicle Theft Unit. He, as well as the commander and the supervisors, regularly receive hot sheet information from the Border Division Cargo Theft Interdiction Program (CTIP) officers and disseminate it during briefings. The CTIP sergeant and officers have attended facility training days and have worked with scale personnel to familiarize them with targeted vehicles and commodities. Scale personnel maintain a log for CTIP of the license plates of tow companies transporting vehicles through the scale.

#### 3. VEHICLE IDENTIFICATION NUMBER (VIN) PROGRAM

Rainbow Inspection Facility does not have an assigned VIN officer. VIN referrals are sent to the host Area, Temecula Area.

#### 4. SCHOOL PUPIL AND FARM LABOR (SP & FL) TRANSPORTATION SAFETY

Due to the priority of commercial vehicle inspection and enforcement operations, the facility does not have a school pupil transportation officer. The facility currently has two officers who are trained in Farm Labor Transportation Safety. They are periodically assigned to Border Division strike forces as needed.

#### 5. EVIDENCE/PROPERTY CONTROL

The facility Explosives Detection Canine/Training Officer performs the duties of Evidence/Property Officer. The officer follows the guidelines for handling such items in HPM 70.1, Evidence Manual. Rainbow Inspection Facility does not have an evidence room for the storage of evidence and property, but utilizes two free-standing metal lockers inside the inspection facility for temporary storage. The evidence/property officer checks the lockers and the CHP 36B Evidence Log daily and immediately transfers any evidence or property to the host Area, Temecula Area, for proper storage and disposition by the Temecula Area evidence/property officer. The facility evidence/property supervisor conducts a quarterly audit of the property transferred to the host Area in accordance with HPM 70.1.

As a result of this inspection, it was recommended the facility's temporary storage lockers be anchored to the wall to provide better security. In lieu of this, a wooden cabinet with several locking compartments has been ordered from the Department's cabinet shop. The cabinet will provide more useable storage and will be anchored into the wall study of the building for better security.

#### 6. COLLISION INVESTIGATION FOLLOW-UP

Due to the nature of fixed position operations, the facility experiences few collisions on its premises. Therefore, the facility does not have a designated collision investigation follow-up officer to review accident reports. In the event scale personnel investigate a collision either within the facility property or while assisting the adjoining field Areas, the investigation report is entered into the Area Information System (AIS) and preliminarily reviewed by a supervisor; then sent to the appropriate Area for in-depth review and approval.

#### 7. COURT LIAISON OFFICER

Officer Sergio Flores is assigned as the facility's Court Liaison Officer and is responsible for reviewing all CHP 215s and CHP 281s and supporting documents. CHP 202s (DUI Arrest/Investigation Report) and CHP 216s (Arrest/Investigation Report) are entered into the Automated Information System (AIS). Supervisors review and approve the reports and return them to the Court Liaison Officer who then files them with the appropriate district attorneys in Riverside and San Diego Counties. Arrest/investigation reports are maintained in the office files. Citations are mailed by the clerical office to the appropriate traffic courts in Temecula (Riverside County) and Vista (San Diego County.) Misdemeanors and felonies are filed by the Court Liaison Officer at Southwest Justice Center (Riverside County). Certain misdemeanors are filed in the traffic division in Vista; other misdemeanors and all felonies are filed in the criminal division.

#### 8. ASSET FORFEITURE OFFICE

Rainbow Inspection Facility does not have an assigned Asset Forfeiture Officer. For cases involving asset forfeiture, assistance is requested from the host Area.

#### 9. SPECIALIZED VEHICLES

Rainbow Inspection Facility does not inspect specialized vehicles. This is a function of the host Area.

#### 10. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM

Rainbow Inspection Facility does not have a California Resident Foreign Registration Program (CRFR). This is a function of the host Area.

#### 11. GENERAL SUPPORT

Rainbow Inspection Facility does not utilize a General Support Officer for violation clearance. Regular assigned scale officers perform this function and work the front counter.

### 12. AREA TRAINING OFFICER

Explosives Detection Canine (EDC) Officer John Garcia is assigned as the facility's Training Officer and is certified as a Range and Weapons Officer. He will be scheduled to attend the next Physical Methods of Arrest/Officer Safety Training (PMA/OST) class. The Training officer is responsible for scheduling quarterly job-required and job-related training and monthly range days. He documents training in the Office Training System and records monthly shoots on the CHP 416 Monthly Record of Shoots. The Training Officer is also the facility's Explosives Detection Canine and Evidence/Property Control Officer and CLETS Coordinator. The Training Officer performs the required periodic calibration of PAS devices.

#### 13. LIMITED DUTY

The Rainbow Inspection Facility currently has two employees assigned to limited duty:

Office John Card and Card Methods periodist (CVIS) Due to performs all of his regular assigned duties with the exception of those involving the explosives detection canine which has been temporarily loaned to the El Centro Area while the officer recuperates.

Office With data entry of CHP 215s (Notice to Appear), CHP 281s (Notice to Correct Violation), and CHP 71s (Attendance Report). Neither employee has been assigned to limited duty in excess of six months; however, approval will be requested from Assistant Commissioner, Field, should the need for an extension arises.

# 14. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS

Officer John Garcia is assigned as the facility's Explosives Detection Canine (EDC) Officer. The EDC Officer utilizes his departmental canine to search for explosives that may be transported in commercial vehicles that enter the inspection facility. The canine is also used to search for explosives in other conveyances, buildings or open areas, and performs demonstrations at public and private events.

Area Management Evaluation Special Functions Chapter 15 Page 18

#### 15. PUBLIC AFFAIRS OFFICER (PAO)

Officer Sergio Flores is assigned as the facility's Public Affairs Officer. Due to the nature of Rainbow Inspection Facility's specialized operations, the Public Affairs Officer has limited involvement with certain aspects of the Department's public affairs program such as Sober Graduation, Designated Driver, and bicycle safety, among others. The Public Affairs Officer makes presentations to the trucking industry as part of the Department's Commercial Industry Education Program (CIEP). He serves as general support and compiles monthly and quarterly statistics for the commander in preparation for the strategic plan. He is also a certified child passenger safety seat evaluator/installer. As such, he participates in child passenger safety events throughout the Division.

### Memorandum

Date:

May 30, 2008

To:

Border Division

From:

DEPARTMENT OF CALIFORNIA HIGHWAY PATROL

Calexico Inspection Facility

File No.:

626.11837

Subject:

HPG 22.1 CHAPTER 15 SELF-EVALUATION

Attached is the recently conducted HPG 22.1, Chapter 15, self-evaluation completed by the Calexico Inspection Facility. No corrective action is required as a result of this evaluation. Please direct questions to me at (760) 768-4000.

R. E. KRAMER, Lieutenant

Commander

Attachment

# Department of California Highway Patrol AREA MANAGEMENT EVALUATION Chapter 15 SPECIAL FUNCTIONS

Area Division Number
Calexico I.F Border 626

Evaluated By K Same Date 5-12-08

INSTRUCTIONS: Indicate items reviewed by placing a check in the "Evaluated" box and/or the "Action Required" box. If this form is used as a Correction Report, the "Correction" box should be initialed and dated as deficiencies are corrected. Answer individual items with "yes" or "no" answers, or fill in the blanks as indicated. If additional comments are necessary, the information can be placed in the Summary Statement. The Summary Statement should include significant findings, accomplishments or corrective actions, unresolved items, problems or progress, and the evaluator's overall impressions. This form can be completed in pen or pencil, and the Summary can be handwritten if desired.

Type of Evaluation  Formal Informal		Suspens	se Date				
Follow-up Required	Correction Report		RE/ frame 5-12-0				
Yes No	by		Commander's Review Date				
1. GENERAL		Evalu	ıated		Corrected		
a. Are special duty assignments minimized?						∑Yes	□No
(1) Is maximum efficiency at	tained?					∑Yes	□No
(2) Are there any special dut a beat officer or other suppo		e perfo	ormed by			Yes	⊠No
b. Are assigned duties consiste	ent with the job description	ın?				⊠Yes	□No
(1) Could duties be combined with another special duty assignment for efficiency?					Yes	⊠No	
(2) Which special duty officers (positions) were interviewed? All					ы		
c. How are special duty assign	ees selected? See Attach	ned					
	85						
(1) Are special duty opportun	ities open to all officers?					⊠Yes	□No
)s selection contribute to attain	nment of affirmative acti	on goa	ls?			Yes	□No
d. Can the special duty supervisor describe the duties and workload of the special duty personnel?					⊠Yes	□No	
(1) Upon what criteria are spe	ecial duty personnel evalu	ated?	See Atta	ched			
(2) Are they held accountable	for their time and perform	mance'	?			⊠Y	No
(3) How is the officer's time p to the supervisor?	olanned? Are weekly itine	eraries	provided			Yes	⊠No
e. Commander/management tea	ım have active interest in	specia	l duty pro	grams?		∑Yes	□No
(1) Is time taken by the comm	nander to discuss activitie	s and p	otential p	roblems	?	⊠Y	es No

, 2. VEHICLE THEFT	Evaluated	$\boxtimes$	Action Required		Corrected	
a. What is the scope of the Area's Vehicle Theft Pro	gram? See Atta	ached				
(1) Have special techniques or procedures been dev	veloped?				Yes	⊠No
(a) If so, have these been shared with other Area	as?				Yes	⊠No
b. Is there open communication with the Division Vel	nicle Theft Coor	dinator?			⊠Yes	□No
(1) Is the commander aware of the means to obtain Division coordinator?	n assistance fro	m the			⊠Yes	No
(2) Who is authorized to request Division/headquart	ters assistance?	' Area Serg	eants			
c. Is the program effective?					⊠Yes	No
(1) Vehicle theft recovery goals established?					Yes	— ⊠No
(2) Goals attained?					Yes	
(3) How does the current number of stolen and reco to prior time periods? See Attached	overed vehicles	compare				
(4) Are work hours dedicated to the program approp	oriate?			×Υ	es	.No
(5) Do beat officers and supervisors have an interes	t?				Yes	□No
d. Is the program supported by district/city attorneys	and the courts	?			⊠Yes	□No
(1) Has the program been discussed with them?					⊠Yes	□No
(2) What, if any, other steps have been taken to ens with prosecutors and judges? None	ure program ef	fectiveness				
O Door the assumption of the state of the st					<b></b>	<b></b>
e. Does the commander/management team take a pers	sonal interest in	the prograi	m?		∑Yes	No
(1) What guidance and direction is given?	· <del></del>		11-			
f. Are supervisors knowledgeable of the scope of the within the Area?	vehicle theft pro	blem			⊠Yes	No
(1) Do they have an idea of the number of thefts and	recoveries in t	he Area?	NA		Yes	□No
(2) Are they knowledgeable of the Department's Veh	icle Theft Prog	ram?			∑Yes	No
(3) Are they knowledgeable of vehicle theft identification procedures and techniques?	ation inspection				⊠Yes	□No

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(4) Are they familiar with Vehicle Identification No and identification procedures?	ımber (VIN) syst	ems		⊠Yes	No
(5) Do they give guidance and direction?				∑Yes	□No
(6) Do they demonstrate an interest?				∑Yes	□No
(7) Do they record beat officer's exceptional vehic on CHP 100 and 118? Are commendable form 2s				⊠Yes	□No
g. Is vehicle theft education/training provided by Are	ea?			∑Yes	No
(1) Are training aids used?				⊠Yes	□No
(2) Are Division vehicle theft coordinators/investig	ators available 1	for training?		∑Yes	□No
(3) Vehicle theft prevention discussed at briefings:	?			∑Yes	No
(4) How is information on unique problems and circ	cumstances diss	seminated t	beat officers?		
At Briefings by Area Sergeants					
(5) Are officers and supervisors proficient in locati	ng and decoding	y VINs?		∑Yes	No
(6) Has Area participated in a Vehicle Theft Intern	Program?			Yes	⊠No
h. Have any Area officers earned the Department's 10851 Award?			∑Yes	No	
(1) Have any officers qualified for the Master 10851 Award?			Yes	⊠No	
(2) How are awards presented?					
(3) 10851 Award Program used to enhance interes	st in Vehicle The	ft Program'	?	∑Yes	□No
(4) Are Area/Division recovery statistics posted in boost enthusiasm for the program?	a manner which	could		⊠Yes	□No
3. VEHICLE IDENTIFICATION NUMBER PROGRAM	Evaluated	$\boxtimes$	Action Required	Corrected	
a. Is the VIN program understood by beat officers?				∑Yes	□No
(1) Does the volume of VIN referrals indicate suppo	rt by field offic	ers?		∑Yes	□No
b. Who is the assigned VIN officer? See Attached					
(1) How was he/she trained? See Attached					
(a) Is training adequate?				∑Yes	□No
(2) Is the VIN officer proficient?				⊠Yes	□No
(3) Who is the alternate VIN officer? See Attached					
(4) What is the attitude of these officers towards s	ecurity of VIN i	nformation:	?	Yes	□No
(5) Are VIN inspections conducted in a secure setting	ng?			⊠Yes	□No

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(6) Is Investigative Services Section used as a resource?	∑Yes	No
c. What kind of system is in place to control the VIN officer's workload? See Attached		
(1) Are VIN assignments/verifications done on an appointment basis?	∑Yes	□No
(a) Is there an excessive backlog?	Yes	⊠No
(b) Is the vehicle owner's convenience a consideration?	⊠Yes	No
(2) Are field officers and employees having public contact aware of the system used by the VIN officer?	⊠Yes	□ No
(3) Are associated documents processed promptly and submitted on time?	⊠Yes	No
d. Is there proper security for replacement VIN plates?	⊠Yes	No
(1) Are inventory controls adequate?	⊠Yes	No
(2) Are entries legible?	⊠Yes	□No
(3) Do records match inventories?	⊠Yes	□No
(4) Are required reports accurate and submitted properly?	⊠Yes	No
e. Does the VIN officer use information from allied agencies, DMV and NICB?	⊠Yes	□No
f. Does the VIN officer belong to any professional organizations for exchange of information, such as various vehicle theft investigator's associations?	Yes	⊠No
4. SCHOOL PUPIL TRANSPORTATION SAFETY Evaluated Action Required Core	rected	
a. Is the Area commander and management team aware of all aspects of the School Pupil Transportation Safety Program conducted in the Area?	Yes	No
b. Does the Area have either a uniformed School Pupil Transportation Safety Officer or a nonuniformed School Pupil Transportation Safety Coordinator?	Yes	□No
(1) Are Area files maintained as required by HPM 82.4?	Yes	No
(a) Driver records, including CHP 295, State Department of Education T-01, criminal record information, etc.?	Yes	□No
(b) CHP 100E, Monthly Activity Report?	⊠Yes	No
(c) School Bus Traffic Collision Investigations?	Yes	□No
(d) Approved stops list?	Yes	□No
(2) Is the School Pupil Transportation Safety Officer/Coordinator proficient in performing assigned duties?	Yes	□No
(a) Are duties performed in conformance with HPM 82.4?	Yes	□No
(3) Who is the alternate School Puril Transportation Safety Officer/Coordinator?		
(4) Are CHP 100Es submitted in a timely manner?	Yes	□No
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(5) Is program time properly justified?	Yes	No
(a) How much time is allotted? See Attached		
(b) Is time sufficient to meet departmental objectives?	Yes	□No
(c) Is the time expended within the Area's allotment?	Yes	No
c. Is responsibility for supervision of the School Pupil Transportation Safety Program assigned to a specific supervisor?	Yes	No
(1) Is the supervisor knowledgeable of the functions of the Area program?	Yes	□No
(2) Does the supervisor have a copy of HPM 82.4, School Pupil Safety?	Yes	No
(3) Is he/she aware of the officer/coordinator's workload?	Yes	□No
(4) Does the supervisor review CHP 100Es submitted by the officer/coordinator?	Yes	No
d. What training has the School Pupil Transportation Safety Officer/Coordinator had? Attended In-Service Training classes? Have a thorough, practical knowledge of		
(1) Departmental policy on the School Pupil Transportation Safety Program?	Yes	No
(2) School bus driver certification?	Yes	□No
(3) School bus accident investigation?	Yes	No
(4) School bus reinspection?	Yes	No
(5) School bus routes and stops?	Yes	No
e. Does the coordinator coordinate activities and information with adjacent Areas?	Yes	No
(1) Is he/she aware of the technical assistance available from Commercial and Technical Services Section?	Yes	No
f. Is there a sound procedure for scheduling and administering written tests?	Yes	□No
(1) Are certain days selected for testing so that a maximum number of applicants can be tested at one time?	Yes	□No
(2) Who administers the test? See Attached		
(3) Is a proctor present?	Yes	□No
(4) Adequate supply of the five variations of both the driver and first aid tests on hand?	Yes	□No
(5) Who reviews the tests with the applicants? See Attached		
(6) Is the driving test of sufficient scope to provide an adequate test of knowledge, skill and self-control?	Yes	□No
(7) Are driving errors discussed with the applicant?	Yes	No
(8) Is the school bus transportation supervisor advised of any additional training needs?	Yes	□No
g. School Pupil Transportation Safety Officer conduct on-scene investigations?	Yes	□No
(1) Are follow-up investigations conducted when appropriate?	Yes	No

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(2) Are appropriate special codings made on all school bus investigations?	Yes	No
(3) Does the officer/coordinator review all school bus accident investigations and make appropriate recommendations to DMV to take any warranted actions against the driver?	∐Yes	□No
(a) Has the officer/coordinator demonstrated a willingness to take such action when warranted?	Yes	No
h. Are hazardous routes or stops reported in writing to the school district?	Yes	□No
(1) Are all stops annually reviewed for approval pursuant to the Vehicle Gode and Title 13?	Yes	□No
(2) How many approved stops exist in the Area? Unknown, the school districts approve the stops.		
i. Do field officers take appropriate enforcement and follow-up action for observed school pupil safety-related violations?	Yes	□No
5. EVIDENCE/PROPERTY CONTROL  SEE NARRATIVE  Evaluated  Action Required	Corrected	
a. Has the Area commander demonstrated an interest in the proper control of evidence and property?	⊠Yes	□No
(1) Who has been assigned by the commander as the evidence/property officer? See Attached		
(2) Has an alternate for this position been assigned?	⊠Yes	No
(3) Who is the evidence/property supervisor? See Attached		
b. Does the evidence/property officer have a good understanding of the requirements of HPM 70.1?	⊠Yes	□No
(1) Does the supervisor fully understand his/her responsibilities?	∑Yes	No
(a) Does he/she follow the guidelines in HPM 70.1 for audits and inventories?	∑Yes	No
(2) Has a system been implemented which will ensure maintenance of the chain of possession for evidence?	Yes	No
(a) Is the system adequate?	Yes	No
(3) Is the evidence/property record file examined at 30 day intervals to determine if cases are active?	Yes	No
(4) Are items disposed of according to GO 100.88?	Yes	No
(5) Has all serialized property been entered into the Automated Property  System and Automated Firearms System?	Yes	No
(a) Are entered items cancelled when the property is no longer in CHP possession?	Yes	□No
(6) Has the evidence/property officer established a good working relationship with the courts on disposal of weapons and controlled substances?	Yes	□No
c. Have procedures been examined for retaining and disposing of:		

### AREA MANAGEMENT EVALUATION

Chapter 15 SPECIAL FUNCTIONS

of Edial Folia Holia	/	
(1) Evidence?	Yes	□No
(2) Property?	Yes	□No
(3) Weapons?	Yes	□No
(4) Controlled substances?	Yes	□No
(5) Alcoholic beverages?	Yes	□No
(6) License plates?	Yes	□No
(7) Money?	Yes	□No
d. Has unclaimed property of value been picked up by the Department of General Services' Material Services Section for storage and disposal after it has been held for 30 days?	Yes	□No
(1) Is proper procedure as outlined in HPM 11.2, Chapter 19, leing followed?	Yes	No
e. Has the CHP 36 file been reviewed?	Yes	No
(1) Is the system adequate?	Yes	No
(2) Is there a suspense system?	Yes	□No
(3) Are all items properly identified?	Yes	□No
(4) Are accurate records kept on weapons and controlled substances which have been disposed of?	Yes	□No
(a) Do Area records compare a cutary with court records?	Yes	No
f. Are periodic audits completed to ensure integrity of the property system?	Yes	□No
(1) Has a semi-annual audit of the property system been conducted?	Yes	No
(2) Have audits been conducted in accordance with policy contained in HPM 70.1, Chapter 12?	Yes	□No
(a) Have more frequent audits been conducted in identified problem areas?	Yes	□No
g. Have inventories been conducted periodically to ensure integrity of the system?	Yes	□No
h. Is security adequate?	Yes	□No
(1) Is a security log maintained in the property room?	Yes	□No
(a) Is this log used to document entry into the property room by anyone other than the evidence/property officer?	Yes	□No
(b) Has the evidence/property officer or supervisor been present with everyone entering the room?	Yes	□No
(2) How many sets of keys are there to the evidence/property room and the temporary evidence storage lockers? Two		
(a) Is the distribution of the keys according to policy?	⊠Yes	□No
(3) Is the evidence/property officer other than the court officer?	Yes	□No

## AREA MANAGEMENT EVALUATION Chapter 15

SPECIAL FUNCTIONS		
(a) Is the evidence/property officer other than a field officer or an officer involved in collecting evidence?  (4) Is the property room secured with a deadbolt?  (a) Is the room accessible by repair/maintenance personnel  (b) Is there a false ceiling?  (c) Are door hinges on the inside of the room	Yes	□No
(4) Is the property room secured with a deadbolt?	Yes	□No
(a) Is the room accessible by repair/maintenance personnel	Yes	No
(b) Is there a false ceiling?	Yes	No
(c) Are door hinges on the inside of the room	Yes	□No
(d) Are any items which require accees by other than the evidence/property officer stored in the room?	Yes	□No
(e) Does Area's property room meet all requirements outlined in HPM 70.1?	Yes	□No
(If not, have steps been initiated to correct the problem?)	Yes	□No
(5) Are pass-through type temporary storage lockers secured from the inside to prevent entry?	Yes	□No
(a) Is evidence left in these lockers for no more than one day?	Yes	□No
(6) Is Area knowledgeable of investigatory requirements in the event of any instance of suspected tampering with packages containing controlled substances?	Yes	No
(a) Have any internal investigations been initiated for any such incidents?	Yes	□No
6. ACCIDENT INVESTIGATION FOLLOW-UP Evaluated Action Required	Corrected	
a. Does the Area have an Al officer?	Yes	No
b. Who is responsible for supervising the officer? See Attached		
c. How much time is allocated to the posițion? See Attached		
(1) Is time allocated sufficient?	Yes	□No
d. Does the collision investigation follow-up officer have a job description?	Yes	□No
(1) Is it current?	Yes	No
(2) What are the officer's duties? See Attached		
e. Does the officer understand special reporting requirements?	Yes	□No
f. Does the officer command the respect of his/her peers?	Yes	No
g. Does the officer have training or special qualifications that complement the position?	Yes	□No
h. Is the officer available to respond to accidents to provide technical assistance?		
i. Does the officer identify training needs and discuss them with his/her supervisor?		
j. Does the officer prepare charts, graphs, or statistics that identify problem locations for deployment purposes?	∐Yes	□No

k. Does the officer have other duties, if so, what are	they?		∐Yes	□No
	4			
7. PUBLIC AFFAIRS OFFICER (PAO)	Evaluated 🖂	Action Required	Corrected	
a. Does the Area have an officer assigned to public a	ffairs?		⊠Yes	□No
b. Who supervises the officer? See Attached				
c. How much time is allocated to the position? See	Attached			
d. Does the officer have a job description?			⊠Yes	□No
(1) Is it accurate?			⊠Yes	□No
(2) When was it last revised?				
e. Does the officer understand and perform the dutie Public Affairs Manual, HPM 90.1, Chapter 3?	s enumerated in the		⊠Yes	□No
f. What is the Area's criteria for selecting a PAO?				
(1) Is it based upon the criteria in Chapter 3 of HPM	190.1?		⊠Yes	□No
g. Does the PAO support and actively participate in G as noted in Chapter 14 of HPM 90.1?	oal Attainment Programs		☐ Yes	□No
h. Does the PAO have the support of the Area manag	ers and supervisors?		⊠Yes	□No
i. Is he/she invited to participate in staff meetings as	appropriate?		∑Yes	□No
j. Is the PAO actively involved in the Area's CMP?			Yes	□No
(1) What action steps, if any, is the PAO responsible	e for accomplishing? See	Attached		
	,			
(2) Does the PAO assist in the completion of the qua	arterly CMP report?		Yes	⊠No
k. Does the PAO maintain the CHP 320 monthly?			Yes	⊠No
I. Is the CHP 320A prepared quarterly and submitted t	o Division?		Yes	⊠No
m. Does the PAO prepare a CHP 288, Report of Accid	ent News Release?		∑Yes	□No
n. Is the PAO actively involved in recruiting potential e	mployees?		∑Yes	□No
(1) What is the extent of his/her recruitment efforts	?			

<ul> <li>o. Does PAO participate in programs such as:</li> <li>(1) Sober Graduation</li> <li>(2) Designated Driver</li> <li>(3) Mothers Against Drunk Drivers</li> <li>(4) Students Against Drunk Drivers</li> </ul>			Yes Yes Yes Yes	⊠No ⊠No ⊠No ⊠No	
p. Does the PAO respond to major emergency incide information officer duties?	nts and assume public		∐Yes	⊠No	
q. Does he/she respond to departmental-involved sho	ooting incidents?		Yes	⊠No	
r. Does the officer have other duties?			⊠Yes	□No	
(1) If so, what are the other duties? See Attached	i				
8. COURT LIAISON OFFICER	Evaluated	Action Required 🔲	Corrected		
a. Does the Area have an officer assigned court liaison duties?					
b. Who supervises the officer? See Attached					
c. How much time is allocated to the position?					
d. Does the officer have a job description?			⊠Yes	□No	
(1) Is it accurate?					
(2) When was it last revised?					
(3) What are the officer's duties? See Attached					
e. Does he/she have responsibilities for prisoner arrai	gnment?		Yes	⊠No	
f. Does the officer command respect of his/her peer (	group?	K	⊠Yes	□No	
g. Is the court officer involved in the DUI Cost Recov	ery Program?		∐Yes	⊠No	
h. Does the officer initiate a CHP 735?	~_		□Yes	⊠No	
(1) Does the officer(s)' times on the 735 correspond on his/her CHP 415?	d to the times indicated	) NIA	∐Yes	⊠No	
(2) Does the officer(s) maintain a log?	/		Yes	⊠No	
(3) Does the officer(s) forward the form to Account	ing Section after dispositi	on?	Yes	⊠No	
i. How many courts are within the Area's jurisdiction	? See Attached				
j. Does the officer deal with more than one district at	torney's (DA) office?		Yes	⊠No	
k. Does the officer have other duties?			⊠Yes	□No	
(1) If so, what are the other duties? See Attached					

9. ASSET FORFEITURE (AF) OFFICER	Evaluated	$\boxtimes$	Action Required		Corrected	
a. Does the Area have an officer assigned as AF coo	rdinator?				⊠Yes	□No
b. Does the officer have a current job description?					⊠Yes	□No
c. Is he/siliar with GO 100.99, Asset Forfeiture Prog	ram?				⊠Yes	□No
d. Is Area coordinator logging AF cases separate from	n evidence?				⊠Yes	□No
e. Is there a process in place to ensure proper dispos	ition of AF item	ıs?			⊠Yes	□No
f. Does Area's log agree with the ISS and Division log	]?				⊠Yes	□No
(1) If not, why not?						
g. Is the disposition of cases supported by document reports, court order, and AF distribution memorandum		rrest			⊠Yes	□No
(1) Does the AF officer retain a copy of appropriate verify case status?	case history f	iles to			⊠Yes	□No
h. Has the Area seized any vehicles under AF?					Yes	⊠No
(1) If so, does the AF coordinator know where the vehicles are located and their current disposition?					□No	
i. Is the Franchise Tax Board notified of all seizures valued at \$5,000 or more?					□No	
j. Does the AF coordinator complete WSIN cards for e them to the Division coordinator?	j. Does the AF coordinator complete WSIN cards for each seizure and forward them to the Division coordinator?				□No	
k. Does Area notify Division of all vehicles/boat/plane	seizure?				⊠Yes	□No
I. Is Motor Transport Section notified?					⊠Yes	□No
m. Are all vehicles stored safely and properly protects	ed from incleme	ent weather	?		⊠Yes	□No
n. Are large sums of cash, jewelry, and other small ite safety deposit box at a local bank for safekeeping?	ems of value st	ored in a			⊠Yes	□No
o. Are large sums of cash deposited in a departmenta account designated for AF?	l interest-beari	ng bank			⊠Yes	□No
p. What is the procedure in handling monetary AF awa	ards (checks fr	om the DA)	?		Yes	□No
q. Is the check remitted to the Area's cashier for tran Section with proper notifications to ISS and the Divisi					⊠Yes	□No
10. SPECIALIZED VEHICLES  N/A	Evaluated		Action Required		Corrected	
a. Operation and Inspection						

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e. zerite i erterrette	/	
(1) Is there an officer assigned to oversee the operation of specialized vehicles within the Area?	Yes	□No
(a) Who supervises the officer(s)? See Attached		
(b) How much time is allocated? See Attached		
(2) Does the officer have a job description?	Yes	□No
(a) Is it accurate?	Yes	□No
(b) When was it last revised?		
(3) Do officers understand policy concerning permits, licensing, inspections, and regulations pertaining to specialized vehicles?	∐Yes	□No
(4) Tow Cars		
(a) Is the Area in compliance with Vehicle Procedures Manual, HPM 81.2, Chapter 7, concerning operation of tow trucks?	∐Yes	□No
(b) Do files contain current contracts and inspection forms?	Yes	□No
(c) Are there any recent complaints?	Yes	□No
(d) Are complaints documented on the CHP 240 and 556?		
(e) Who is responsible for inspections?		
(f) Does an officer occasionally conduct a random inspectsure the integrity of the inspection process?	∐Yes	□No
(g) Is there evidence that discrepancies are promptly corrected?	∐Yes	□No
(h) Who conducts annual tow meetings?		
1 Does the commander attend?	Yes	□No
2 Is an agenda prepared?	⊠Yes	□No
3 Are minutes prepared and circulated for review?	Yes	□No
4 When was the last annual meeting? See Attached		
(i) Are rotation and sector assignment procedures clearly established?	Yes	□No
(j) How are road patrol officers notified of suspensions or removal of a tow truck company from the rotation tow list? Briefing Item		
(k) Do road patrol officers take appropriate enforcement action for observed violations by tow truck operators?	∐Yes	□No
(5) Ambulances		
(a) Who is responsible for overseeing the operation of ambulances within the Area? See Attached		

## AREA MANAGEMENT EVALUATION

Chapter 15 SPECIAL FUNCTIONS

(b) Is the officer familiar with licensing, permits, and inspections per Licenses and 82.1 and Vehicle Equipment Inspection Guide, HPG 83.2?			Permits Manual, HPM		
(c) Are ambulances periodically inspected to verify on the Vehicle Code and Title 13, California Code of Re	compliance w egulations?	rith		□Yes	□No
(d) Are complaints received at Area investigated and	d documente	d?		□Yes	No
(e) If ambulances are removed from service, is there county government that requests notification?	any branch	of		∏Yes	□No
1 If so, how is this done? Telephone		1/			
	Υ,	/			
(f) Are ambulance inspection forms in file current?				Yes	□No
(6) Armored Vehicles					
(a) Does the Area make initial inspections, CHP 363, which may be based in the Area?	on armored	vehicles		∐Yes	□No
(b) What impact on the Area workload do these inspe	ections have	? Minor			
(7) Authorized Emergercy Vehicles (AEV)					
(a) Other than ambulances, inspection of AEVs will no privately owned fire fighting equipment. Do initial an create any significant workload on the Area?				∐Yes	□No
11. CALIFORNIA RESIDENT FOREIGN REGISTRATION (CRFR) PROGRAM	aluated	K	Action Required	Corrected	
a. If the Department currently has an active CRFR progra officer assigned to investigate attempts by California resi of licensing and registration fees due in California?				□Yes	□No
(1) Who supervises the officer? See Attached				/ /	/
(2) Is sufficient time allocated for this program?			<i>2</i> 1	Byes	□No
(3) Does the officer have a job description?			00 83	□Yes	□No
(a) Is it accurate?			NAMA	Yes	□No
b. Does the Area program follow the guidelines in the Reg Enforcement Manual, HPM 82.5, Chapter 3?	istration	500	NAPATI	□Yes	□No
c. Are suspected violations documented on Registration 6 processed, or sent to the DMV Registration Compliance Ur	9 forms, loc			Yes	□No
(1) If locally processed, are CHP 215s issued when it is California registration is due?	established 1	that		∐Yes	□No

d. Is the CRFR officer aware that the rules of evidence pertaining to search and seizure apply to violations of this type?				∐Yes	□No
e. Does the Area report significant statistics to Divi 10th of each month?	ision by comm-ne	et by the		□Yes	□No
f. Does the degree of compliance gained or the actu a result of the program justify its continuance?	al revenue collec	ted as		□Yes	□ No
12. GENERAL SUPPORT	Evaluated		Action Required	Corrected	
a. Is an officer assigned to general support including violation clearance and counter officer?					□No
b. What additional duties does he/she perform? See	Attached				
c. Is there a job description?				□Yes	□No
(1) Is it accurate?				Yes	□No
(2) When was it last revised?					
d. How much time is allocated to this position?					
e. With minimal instruction, could this position be handled by limited duty personnel?					□No
13. AREA TRAINING OFFICER	Evaluated	$\boxtimes$	Action Required	Corrected	
a. Does the Area have an officer assigned as the Area	training officer	?		⊠Yes	□No
b. How much time is allocated to this position? See Attached					
c. Who supervises the officer? See Attached					
d. Does the officer have a job description?				⊠Yes	□No
(1) When was it last revised?					
e. Does the officer command the respect of his/her peers?				⊠Yes	□No
f. Does the officer have the support of the supervisors?			⊠Yes	□No	
g. What training has been provided to the officer? See	e Attached				
h. Has he/she been trained as a Department instructor	?			⊠Yes	□No
i had the same of			⊠Yes	□No	
the first or the first of the f				⊠Yes	□No
k. Is the officer qualified to train employees to use tact	tical rifles?			∑Yes	□Nn

I. Is the officer a CPR instructor?			Yes	□No	
m. What role does the officer have in developing and/or presenting Area training programs?					
See Attached					
n. Does the officer keep Area informed of officers de those who have superior performance?	eficient in training	or		∐Yes	□No
o. Does the officer assist in critiquing pursuits, legal intervention, shootings and other unusual incidents?				∐Yes	□No
p. Does the officer assist in reviewing injuries to persarrest situations?	sonnel resulting fro	om		∐Yes	□No
q. Is the officer responsible for documenting training	on the CHP 270?			Yes	□No
r. Is the officer responsible for performing range main	ntenance?			Yes	□No
s. What other duties or assignments does the training	g officer have?				
14. LIMITED DUTY	Evaluated		Action Required	Corrected	
a. Does the Area currently have limited duty personne	el assigned?			∑Yes	□No
(1) What are their classifications, and what duties are they assigned?					
Officer (1) assigned to clerical dutie until his retirer	ment on June 30, 2	2008.			
b. Are duties being performed consistent with the dut noted on the CHP 443?	ies and limitations	5		⊠Yes	□No
(1) Could they be used more efficiently?				Yes	⊠No
c. If limited duty officers are used to perform special duty tasks, does the regular special duty officer return to road patrol?			Yes	⊠No	
d. Are any current assignments in excess of six month?			Yes	⊠No	
e. Do supervisors meet and discuss limited duty assignments with the doctors on questionable cases?				⊠Yes	□No
f. Are limited duty personnel with public contact, appropriately attired?				⊠Yes	□No
15. SPECIAL ASSIGNMENTS AND TACTICAL OPERATIONS NA	Evaluated		Action Required	Corrected	
a. Does the Area have personnel assigned to special projects or tactical operations?				□Yes	□No

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/att	b. Is the position full-time or on an on-call basis?	Yes	□No
	c. If full-time, is the assignment for a specified number of weeks or months? See Attached		
_	d. What are the duties/responsibilities of the officer? See Attached		
	e. Who supervises the officer? See Attached		
	f. How does he/she account for his/her time? See Attached		
	g. What is the selection criteria for the assignment? See Attached		
	∐Yes	□No	
	i. Where coordination is appropriate with the Division Investigative Services Unit, is there ongoing discussion regarding activities?		
	j. Is there a Memorandum of Understanding (MOU) on file?	□Yes	□No
	k. Is the special assignment on a reimbursable contract?	Yes	□No
	(1) If so, is the contract being followed?	Yes	□No
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#### 1. General

The Calexico Inspection Facility currently has 5 officers working at the Sidewinder Platform Scale, and 10 officers at CIF, including an MRE, a canine officer and a special duty Officer.

The special duty officer was selected by memos and interviews.

The special duty officer reports directly to the special duty supervisor. THe duiteis of the special duty officer include: court liaison, training, PAS coordination, DRE coordination, variance load coordination, and other duties as assigned.

The commander meets with the special duty on a daily basis.

#### 2. Vehicle Theft

CIF does not have a formal vehicle theft program, however, CIFs two VIN snspectors assist the Mexico Liaison Unit with VIN inspections. All CVISs have been trained in registration enforcement. All commercial vehicle inspection forms are reviewed by a commercially trained officer.

Cargo Theft Interdiction Program (CTIP) and Investigative Services Unit information is disseminated to all personnel at daily briefings.

## 3. Vehicle Identification Number Program

Officer Harvey Guerrero is the primary VIN officer, and Officer Mike Jones is the alternate. Both officers received their training from BOrder Division ISU. VIN inspections are conducted on a weekly basis by appointment.

Significant precautions are taken by both officers to ensure the security of the replacement VIN plates.

### 4. School Pupil Transportation Safety

Not applicable

### 5. Evidence / Property Control

All evidence and property seized or found by facility personnel is transported to the Winterhaven Area for booking into their evidence room. This is necessary because CIF was not built with an adequately secure

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evidence room. CIF does have a wooden "evidence" locker of sorts, but it is not used due to the lack of security.

The evidence officer maintains a log of CHP 36 forms submitted to CIF, and subsequently booked into the Winterhaven Area. The evidence officer responsibility is a collateral duty of a commercial officer other than the court officer (special duty) in order to prevent a conflict of interest.

#### 6. Accident Investigation Follow-up

Not applicable

#### 7. Public Affairs Officer

The special duty officer is also assigned to public affairs duty. CIF does not have many opportunities for PAO outreach, but the special duty officer does staff a booth at the Imperial County Fair each year, and handles the occasional media inquiry at CIF.

#### 8. Court Liaison Officer

The special duty officer also functions as the court liaison officer. He makes routine visits to the local courts in order to file cases for prosecution.

#### 9. Asset Forfeiture Officer

The special duty officer is the asset forfeiture officer. He maintains a log of all cases, however, there were no asset forfeiture cases in the last year.

#### 10. Specialized Vehicles

Not applicable

### 11. California Registration Foreign Registration Program (CRFR)

CIF has an on-site DMV manager during most business hours. All CIF employees are expected to work directly with the DMV manager to identify and gain compliance regarding foreign registration issues.

#### 12. General Support

Not applicable

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#### 13. Area Training Officer

The special duty officer functions as the training officer. All required training is scheduled and planned by the training officer. There is also one officer at each facility who functions as a range officer as needed. Therefore, the special duty/training officer is able to be the keeper of the ammunition.

#### 14. Limited Duty

CIF currently has one officer on limited duty at the Cities in the Cities on June 30, 2008.

### 15. Special Assignments and Tactical Operations

Not applicable